

AGENDA

Regular Council Meeting
Tuesday, November 5, 2024, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings."

- 3. ROLL CALL
- 4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF
- 5. APPROVAL OF THE AGENDA
- 6. <u>DELEGATIONS TO COUNCIL</u>

7. ADOPTION OF MINUTES OF PREVIOUS OPEN SESSION MEETINGS OF COUNCIL

- 7.1 Regular Council Meeting of October 1, 2024
- 7.2 Special Council Meeting of October 30, 2024

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

8.1 Powassan Maple Syrup Festival – Minutes of October 16, 2024

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

- 9.1 District of Parry Sound Social Services Administration Board CAO's Report, October 2024
- 9.2 Powassan and District Union Public Library Board Minutes of June 17, 2024
- 9.3 Powassan and District Union Public Library Board Budget Committee Report of Aug. 12, 2024
- 9.4 Powassan and District Union Public Library Board Minutes of September 16, 2024

10. STAFF REPORTS

- 10.1 Deputy Clerk, K. Bester Ontario Trillium Foundation Grow Grant
- 10.2 Deputy Clerk, K. Bester TD Friends of the Environment Foundation Grant
- 10.3 Deputy Clerk, K. Bester Community Emergency Preparedness Grant
- 10.4 Deputy Clerk, K. Bester McDonald Street Transfer

- 10.5 Deputy Clerk, K. Bester Tower Line Seasonal Maintenance
- 10.6 Clerk, A. Quinn Update on Powassan Library Budget 2024 from September 17, 2024
- 10.7 Treasurer/Director of Corporate Services, B. Robinson Funding Application Hummel Bridge
- 10.8 Manager of Operations and Facilities, F. Schmeltz Landfill Update

11. <u>BY-LAWS</u>

12. UNFINISHED BUSINESS

12.1 Tatham Engineering – Detailed Structural Investigation, Trout Creek Community Centre Preliminary Findings

13. NEW BUSINESS

- 13.1 OPP Municipal Policing Bureau 2025 Annual Billing Statement
- 13.2 Ontario Community Infrastructure Fund 2025 Funding
- 13.3 OPP Municipal Policing Bureau Primary Public Safety Answering Point (9-1-1) Agreement
- 13.4 Minister of Finance Ontario Municipal Partnership Fund
- 13.5 Ontario Clean Water Agency Quality and Environmental Management System Audit Report for Powassan Drinking Water System

14. CORRESPONDENCE

- 14.1 Kettle Creek Conservation Authority Phase Out of Free Well-Water Testing
- 14.2 Ministry of Energy and Electrification Ontario's Affordable Energy Future
- 14.3 OPG Community Investment Team Grant Request Approval

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

- 17.1 Adoption of the Closed Session minutes of October 1, 2024
- 17.2 Identifiable Individuals Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw matters regarding negotiations to be carried on by the Municipality.

18. MOTION TO ADJOURN



Regular Council Meeting Tuesday, October 1, 2024, at 6:30 pm Powassan Council Chambers

Present: Peter McIsaac, Mayor

Markus Wand, Deputy Mayor

Leo Patey, Councillor Dave Britton, Councillor

Staff: Brayden Robinson, Treasurer/Director of Corporate Services

Allison Quinn, Clerk

Absent,

With Regrets: Randy Hall, Councillor

Presentations: None

Disclosure of Monetary Interest and General Nature Thereof: None

2024-295 Moved by: L. Patey Seconded by: D. Britton That the agenda of the Regular Council Meeting of October 1, 2024, be approved. Carried 2024-296 Moved by: D. Britton Seconded by: M. Wand That the minutes of the Regular meeting of Council of September 17, 2024, be adopted. Carried 2024-297 Moved by: M. Wand Seconded by: L. Patey That the minutes from the Maple Syrup Festival Committee meeting of September 18, 2024, be received. **Carried** 2024-298 Moved by: L. Patey Seconded by: D. Britton That the minutes of the North Bay Mattawa Conservation Authority meeting of August 14, 2024, be received. Carried Moved by: D. Britton 2024-299 Seconded by: M. Wand That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of August 13, 2024, be received. Carried 2024-300 Moved by: M. Wand Seconded by: L. Patey

of September 2024, be received.

2024-301

Moved by: M. Wand Seconded by: L. Patey
That the memo from Deputy Clerk, K. Bester, regarding the OPG Power for change Funding
Program, be received; and,

Carried

That the District of Parry Sound Social Services Administration Board CAO's Report

FURTHER THAT Council direct staff to move forward with the application for \$3,500.00 to provide funds for the New Year's family celebration that will be held at the Trout Creek Community Centre on December 31, 2024.

2024-302

Moved by: L. Patey Seconded by: D. Britton
That the 2024 third quarter budget Variance Update as of September 30, 2024, from
Treasurer/Director of Corporate Services, B. Robinson, be received for information
purposes.

Carried

Carried

2024-303

Moved by: D. Britton Seconded by: M. Wand That Bylaw 202-20 being a Bylaw to adopt a policy respecting the management of nuisance beavers and beaver dams in the Municipality of Powassan;

To be **READ** a **FIRST** and **SECOND** time on the 1st day of October 2024 and to be **READ** a **THIRD** and **FINAL** time and considered passed in open Council on the 15th day of October 2024. **Deferred**

2024-304

Moved by: M. Wand Seconded by: L. Patey That Bylaw 2024-21 being a Bylaw to appoint a Fire Chief,

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on this 1st day of October 2024 for the immediate wellbeing of the Municipality.

Carried

2024-305

Moved by: L. Patey Seconded by: D. Britton
That Bylaw 2024-22 being a Bylaw to appoint a Community Emergency Management
Coordinator and Alternate,

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on this 1st day of October 2024 for the immediate wellbeing of the Municipality.

Carried

2024-306

Moved by: D. Britton Seconded by: M. Wand

That the information from the Ministry of Municipal Affairs and Housing regarding the
2023 Financial Information Return Award, be received.

Carried

2024-307

Moved by: M. Wand Seconded by: L. Patey

That the information from the Ministry of Agriculture, Food and Agribusiness regarding the Agricultural Workforce Equity and Diversity Initiative, be received.

Carried

2024-308

Moved by: M. Wand Seconded by: L. Patey
That Council now adjourns to closed session at 6:51p.m. to discuss:

17.1 Adoption of Closed Session Minutes of July 16, 2024

17.2 Adoption of Closed Session Minutes of August 13, 2024

17.3 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.

17.4 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9 (4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.

2024-309	Moved by: M. Wand That Council now reconvenes to	Seconded by: D. Britton o regular session at 7:34p.m.	Carried
2024-310	Moved by: L. Patey That Council now adjourns at 7	Seconded by: M. Wand :34p.m.	Carried
	Mayor	Clerk	



Special Meeting October 30, 2024, at 6:30 pm 250 Clark St., Birch Room

2024-311

2024-312

2024-313

Mayor

250 Clark St., Birch Room **Present:** Peter McIsaac, Mayor Dave Britton, Councillor Leo Patey, Councillor Absent, With Regrets: Markus Wand, Deputy Mayor Randy Hall, Councillor (Joined virtually but does not count towards quorum) Staff: B. Robinson, Treasurer/Director of Corporate Services A. Quinn, Clerk F. Schmeltz, Operations and Facilities Manager M. Martin, Chief Building Official **Presentation:** M. Smith, Senior Engineer, Tatham Engineering – Trout Creek Community Centre Update regarding the Detailed Structural **Investigation, Preliminary Findings report** Disclosure of Monetary Interest and General Nature Thereof: None Seconded by: D. Britton Moved by: L. Patey That the agenda of the Special Meeting of October 30, 2024, be approved, with the following addendum: Carried That item 5.1 under Closed Session is changed to an Open Session item. Moved by: D. Britton Seconded by: L. Patey Be it resolved that the council of the Municipality of Powassan supports the funding application to the Community Sport and Recreation Infrastructure Fund – Stream 2; and, FURTHER, that Council confirms commitment to cover our contribution towards the project and that the Municipality of Powassan will cover any project cost overruns should they occur. Carried Moved by: D. Britton Seconded by: L. Patey That the Special Meeting of Council now adjourns at 7:40 p.m. **Carried**

Clerk

POWASSAN MAPLE SYRUP FESTIVAL COMMITTEE MEETING MINUTES OCTOBER 16, 2024

Call to order:

Meeting called to order at 6:10 pm. with the following members in attendance:

Christine Wendover / Diane Cole / Leo Patey / Mike Odrowski / Andy Straughan / Monika Gibbings / Joanne Long/ Angela Ashford, Audrey & Dave Matthews

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Audrey / Seconded by Angela – Carried

1. Review of the Sept. 18, 2024 minutes – Moved by Andy / Seconded by Christine - Carried.

2. Maple Producers –

The Algonquin Local of the Ontario Maple Syrup producers will be holding their annual information day in South River on January 14, 2025.

3. Old Business -

a) Kim to contact Clarence Nadrofsky's nephew to ask if we could borrow the black pot for the sap boiling demonstration at the 2025 festival. Lori Costello also advised that we could do the branding as well. We will need to find volunteers for both of these.

4. New Business -

- a) Car / Equipment displays Kim will ask Clarence's nephew if he might be interested (or know someone) who could bring some old farm equipment to the festival for display.
- b) Angela / Andy to contact Indian Friendship group in North Bay (or other contact) to determine if they'd be interested in doing a Drum Circle or participate in the festival in some way.
- c) Coloring Contest Leo advised that Skyler would be happy to come up with a couple of coloring pages for our contest. Committee members to forward any ideas on what we'd like to see on the pages to Kim. Kim can coordinate the contest from the office with pages available for pick up here or via email / downloadable from our website. We would put all submitted pages on the windows of 250 Clark and provide prizes for winners of various age groups. Home Hardware to be contacted regarding potentially sponsoring this activity and providing prizes. Skyler has volunteered to be Maple the Moose again this year.

d) Second day event discussions included:

Coordinating with Trout Creek Feed & Tack store / Maple Hill Sap Run

Kim to discuss parameters of funding program (Experience Ontario – formerly Celebrate Ontario) with her contact to determine what might be eligible as a second day event, and whether the second day event has to be the Friday or Sunday (or earlier / later?)

Other suggestions included having the Buttertart contest Friday followed by an "Iron Chef Maple" cooking contest – possibly on the Sunday – at the Legion. The Legion would have to be contacted to determine whether their space is available on Sunday.

- e) Breya Market-Matthews presentation Kim advised that the municipality would prefer to have a staff member continue to be both the Volunteer and Social Media Coordinator. Committee members discussed having a new website created with additional features, i.e. ability to submit vendor applications online / potentially pick vendor locations, etc. It would also be good to have a brand image created for the Festival. Both of these activities would potentially involve issuing a tender / rfp, etc. Kim to discuss with municipal staff.
- f) Cooking with Maple a location would have to be figured out for this. Having either in the Maple room or gym probably wouldn't work given that we'd lose indoor vendor space and also have to find space for spectactors to watch the 1-2 shows.

Other Discussions:

- a) We will put a post on our website and Facebook pages in early January to try and recruit more volunteers. It would also be good to have an Information night where potential volunteers could be provided with additional details about what their time commitments / roles at the festival might be. A meeting of volunteers should also be held on the Thursday-Friday before to festival. Kim to coordinate with Diane.
- b) Leo advised that the Powassan Wash and Go is happy to provide the space in front of their building for the stage, and offsite parking can also be located at Evan Hughes' property on Highway 534 again in 2025. We will need to place a sign at the parking lot to advise visitors that all vehicles need to be removed by 4 pm after which time the gate is locked. Monika advised that we will either need an additional tent (to put over the audience location) or a larger one that would cover both the stage and audience areas. We may potentially be able to include for the rental or purchase of another tent in a funding application.
- c) Andy to look into having a local chainsaw carver participate in the 2025 festival.

Motion to end the me	eting at 7:10 pm – moved by Audrey	, seconded by Monika.	Carried
Next meeting – Wed.,	November 27, 2024 – 6:10 pm		
Minutes approved by:	Mike Odrowski, Chair		
Recorded by :	Kimberly Bester, Secretary		



Chief Administrative Officer's Report

<u>October 2024</u>

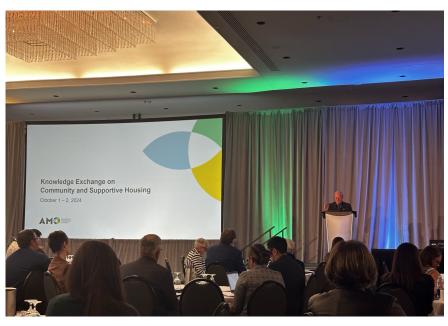
Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

AMO Knowledge Exchange on Community & Supportive Housing

From October 1st & 2nd I attended the AMO Knowledge Exchange on Community and Supportive Housing in Toronto. This solutions focused event brought together over 200 elected officials, municipal, provincial and federal representatives and Indigenous and sector leaders.

Over the two days, leading thinkers and organizational and subject matter experts convened to build understanding, insight and action on advancing and growing Ontario's community and supportive housing system.



(Shown here: Master of Ceremonies Jamie McGarvey, Mayor of the Town of Parry Sound and DSSAB Board Member).

District of Parry Sound Municipal Association Meeting

On Friday, September 27th, I attended the District of Parry Sound Municipal Association meeting at the Pointe au Baril Community Centre in the Township of the Archipelago. There were approximately 100 people in attendance, primarily elected officials, ministries, agencies and municipal staff from all municipalities in the District of Parry Sound. I was pleased to see several members of our board in attendance.

(Shown here: Jerry Brandt, Janice Bray, Rick Zanussi, Tammy MacKenzie, Ted Collins. In attendance but absent from photo was Tom Lundy.)



Results from this Summer's Third Party Fundraiser for Esprit!

Esprit Place Family Resource Centre would like to thank the organizers, participants, sponsors and donors of the fundraising event held on Saturday, July 27th.

We're pleased to announce that this year's event raised almost \$16,000 for Esprit Place Family Resource Centre!

The event, a sixties dance party featuring Shark Sandwich and special guests, was held this summer at the Jolly Roger in Seguin Township.



Third party events are a fantastic way to help support Esprit Place Family Resource Centre. Community fundraisers can be as simple as a bake sale or as intricate as a fundraising dinner, and demonstrate that our community has a strong belief in the services and programs we offer to the women and children experiencing violence across the District of Parry Sound. Funds raised from these events go straight to the shelter and our outreach programs.

For more information, please visit our website https://www.espritplace.ca/host-an-event/

Community Events



This month, we were pleased to be invited to set up a weekly information booth at Shoppers Drug Mart in Parry Sound for the Shoppers Foundation for Women's HealthTM 'Giving Shelter' campaign. The campaign united all their stores in a fundraising effort to support over 310 local women's shelters and programs across Canada. 100% of donations raised in

Also, we were pleased to be invited to a 'Community Connections Expo' hosted at the Parry Sound campus of Canadore College on September 23rd. The intent of the event was to provide students and faculty with information on valuable community services and resources.



Human Resources Update

We are currently searching for a new Director of Finance after Shannon Johnson's departure. The application period is open until October 18th, and we are confident we will find the ideal candidate.

Recruitment efforts continue to be robust as we work to fill open positions across various departments. We currently have 11 positions open, including roles in Childcare centres and Ontario Works. Our recruitment team diligently screens applications and conducts interviews to ensure we attract the best talent. We have seen a healthy influx of candidates, and we are utilizing various channels, including job boards, social media, and recruitment fairs, to reach a diverse pool. We are committed to fostering a diverse workforce and are actively implementing strategies to attract candidates from varied backgrounds.

As part of our ongoing commitment to employee development and safety, we are excited to announce the introduction of training programs in two key areas: CPR certification and advanced Excel skills.

- **CPR Training:** Recognizing the importance of workplace safety, we will offer CPR training sessions to equip employees with essential life-saving skills. We believe this initiative will not only enhance workplace safety but also foster a culture of preparedness among our employees.
- Excel Training: In today's data-driven environment, proficiency in Excel is crucial for effective performance across various roles. We have been able to offer a series of workshops aimed at improving employees' Excel skills, ranging from basic functions to advanced techniques. These workshops are tailored to meet the diverse skill levels within our organization, ensuring that all employees can benefit from this training.

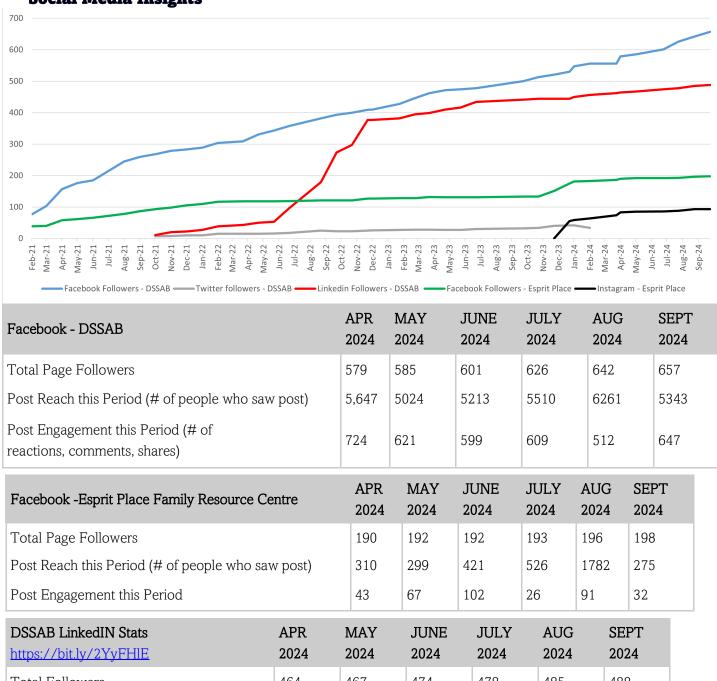
DAWN Summit Job Fair (North Bay)

On Wednesday, October 2, 2024, members of our Human Resources team travelled to the Best Western North Bay Hotel & Conference Centre for the DAWN Summit Job Fair.

This event was organized by Yes Employment Services in partnership with Diversity at Work Nipissing and the EmployEASE Accessibility Program. It was funded by Immigration, Refugees and Citizenship Canada (IRCC) and the Ministry of Employment and Social Development of Canada (ESDC).



Social Media Insights



DSSAB LinkedIN Stats https://bit.ly/2YyFHIE	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024
Total Followers	464	467	474	478	485	488
Search Appearances (in last 7 days)	102	125	178	226	184	90
Total Page Views	30	56	26	26	26	84
Post Impressions	846	773	1089	1251	1241	243
Total Unique Visitors	12	22	15	11	13	41

Instagram - Esprit Place Family Resource Centre	APR	MAY	JUNE	JULY	AUG	SEPT
https://www.instagram.com/espritplace/	2024	2024	2024	2024	2024	2024
Total Followers	74	83	85	86	93	93
# of posts	23	25	27	29	34	36

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District August 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	НССР	Total
Infant (0-18M)	3	3	0	2	18	26
Toddler (18-30M)	7	4	14	10	26	61
Preschool (30M-4Y)	16	11	16	41	37	121
# of Active Children	26	18	30	53	81	208

The rollout of the OneHSN District of Parry Sound Application Portal has been embraced by families seeking child care and has eased the burden of the application process for both families and program supervisors.

As of August 30th, there are 18 Home Child Care Program approved homes across the district with a total of 107 children enrolled, including school age.

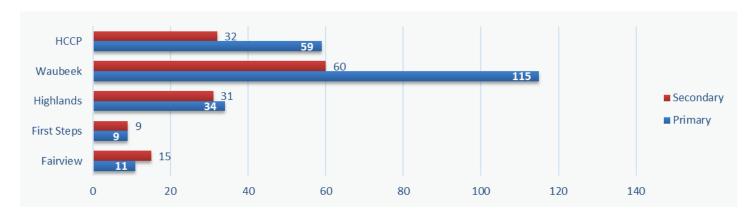
Waubeek ELCCC has completed the relocation of all the children to 66A Waubeek Street, Parry Sound. The families, children and staff are excited to be all together.

School Age Programs August 2024

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26 enrolled for Sept.	8	0
Mapleridge Before School	8 enrolled for Sept.	0	0
Mapleridge Summer Program	12	N/A	N/A
Sundridge Centennial After School	10 enrolled for Sept.	2	0
Home Child Care	26	6	1
# of Active Children	54		

The School Age Summer Program was very successful this year with a full enrollment. The Home Child Care Program saw several discharges throughout the month of August as families are preparing for children to transition to school.

Directly Operated Child Care Waitlist by Program August 2024



These waitlist numbers are based on the current OneHSN Application Portal and are duplicate numbers as families are applying to more than one child care program in each area.

The blue bar indicates the current number of children currently needing care that cannot be accommodated. The red bar shows the number of children that will be needing care in future months.

Inclusion Support Services August 2024

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	3	3	4	2	0	0
Toddler (18-30M)	1	1	2	13	5	1	0
Preschool (30M-4Y)	2	30	32	46	3	3	0
School Age (4Y+)	9	33	42	29	5	0	2
Monthly Total	12	67	79	-	15	4	2
YTD Total	14	78	-	92	37	32	15

New referrals continue to be made to the program showing children in need of early speech and language intervention. The Resource Consultants are supporting families in a seamless transition for children attending school in September.

EarlyON Child and Family Programs August 2024

Activity	August 2024	YTD
Number of Children Attending	780	7,869
Number of New Children Attending	21	292
Number of Adults Attending	521	6,107
Number of Virtual Programming Events	11	76
Number of Engagements through Social Media	764	5,154
Number of Views through Social Media	11,967	107,763

The EarlyON Resource Facilitators held pop-up programs during the month of August in Emsdale, Callander, Foley, Magnetewan, Port Loring, Trout Creek, Orrville, Waubuno Beach, and Carling.

Together with the EarlyON hub locations, there were 780 children in attendance.

The EarlyON team provided a 3-session Kindergarten Preparedness Program in South River, Burk's Falls, and Parry Sound. Fourteen children and their families attended. In addition, 50 Getting Ready for Kindergarten activity bags were distributed to interested families who have a child entering kindergarten in September.

The Virtual Programming continues to see an increase in attendance as families become more aware of the resource,. Families also continue to access multiple resources through the EarlyON social media account.



Is your child going to Kindergarten for the first time is September? Join EarlyON for a 3 morning series of programming created to help prepare your child for their entry to school. This program requires registration to participate, thank you for your cooperation with this. Registration must be completed by August 1 at 12:00pm This program is only appropriate for children attending school and parents or caregivers. The activities will not be appropriate for younger children. Space is limited so please book soon! **Location information** Parry Sound Hub - 10 to 12 Burk's Falls Hub- 10 to 12 South River Hub - 10 to 12

Please register using bookwhen or email jgriffiths@psdssab.org.

Ensure when you are registering for the correct location. Space is limited.

Dates: August 15, 2024 August 22, 2024 August 29, 2024

https://bookwhen.com/psearlyon#focus=ev-sgue-20240307100000







Child Care Service Management Update

On Wednesday July 24th, 2024, the District of Parry Sound Child Care Application was launched in the District of Parry Sound. The platform has now been up and running for a couple of months and the feedback

from families in the community and operators in the District of Parry Sound has been both positive and hopeful for meeting the ongoing challenges and barriers to waitlist management in our district. We are proud to be one of Ontario's Service System Managers that are using this platform to assist parents and families find and apply to child care.



www.onehsn.com/parrysound/

Within the application portal, families can:

- Research different child care providers, and the type of care offered,
- View on a map, the locations of child care programs
- Apply to multiple child care programs
- Access and update their profile and/or application anytime
- Obtain information about fee subsidy, EarlyON, Indigenous Led Child Care, Supports for Children with Special Needs, and access multiple links to parent resources

COMING SOON!

We are pleased to announce that Clara's Place Preschool will be opening in the fall of 2024. Clara's Place Preschool has been approved under the Canada Wide Early Learning Child Care program and will be adding an additional 26 child care spaces in the Town of Parry Sound and aligns with the Directed Growth Strategy.

www.clarasplacepreschool.com



Child Care Service Management Update

With continued pressure to retain and recruit Early Childhood Educators in the field the focus remains supporting and mentoring educators working in the sector. The upcoming fall two-day *RIRO-Reaching In.... Reaching Out* professional development training will help to teach educators hands on skills to assist children and families in their care. There are currently 43 educators registered to attend one of the 4 sessions over the next few months.

The Quality Assurance supervisor will be attending a 2-day NOSDA conference in Muskoka, where they will work closely with peers and other districts to discuss successes, challenges and how best to support the educators and programs in our surrounding communities. The discussions will cover workforce development with a focus on recruitment and retention along with discussions on Quality Models-how best to measure quality in child care, conversations around departmental structures and lastly some future planning ideas.

The quality of the early learning environment is key for children's growth and development. Providing an engaging, interesting and age appropriate indoor and outdoor setting is essential for learning in the early years. With the addition of Play Based Materials and Equipment funding we have been able to provide operators with an additional funding resource to support this key component in creating a high-quality learning environment. All programs throughout the district have been provided with the opportunity to enhance their early learning environment through this funding, with a focus on creating a high-quality learning setting. Programs have been encouraged by the Quality Assurance supervisor to focus on areas that need improvement by using the quality assurance assessment to measure areas of need.

Funding Sources for District Wide Childcare Spaces -August 2024

Active	# of Children	# of Families
CWELCC*	65	63
CWELCC Full Fee	216	214
Extended Day Fee Subsidy	2	2
Fee Subsidy	35	27
Full Fee	32	28
Ontario Works	0	0
Total	351	335

^{*}CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - New	# of Children	# of Families
CWELCC	9	9
CWELCC Full Fee	28	27
Fee Subsidy	4	4
Ontario Works	22	19
Total	63	59

Exits	# of Children	# of Families
CWELCC	0	0
Fee Subsidy	0	0
CWELCC Full Fee	0	0
Full Fee	0	0
Total	0	0

Integrated System Navigators

With the goal of furthering our integration and to enhance the client journey and supports as we enter Employment Services Transformation, we have integrated our OW Case Worker and HSP Community Relations Worker position into a new enhanced role, called Integrated System Navigators (ISN). The ISN will provide outreach, navigation and coordination for any person centered supports along the client's journey through the social services continuum, from homelessness to employment or from OW through to ODSP and beyond. The goal is that the client will only have to tell their story once and we will be able to continue to provide supports for clients as they exit OW or are granted ODSP to enhance life and housing stabilization.

Employment Services Transformation

We continue to ramp up ahead of our go-live date of March 1st, 2025, much has been happening in the lead up. On September 9th and 10th, the Director of Income Support & Stability attended a conference in Sudbury with the Service System Manager (SSM) College Boreal in Sudbury, along with our other northeast catchment DSSAB partners and our Employment Ontario providers. The conference focused service targets and a commitment to 'Integrated Employment Supports'. This fall, we will be starting discussions with our EO partners to prepare our programs for this change, looking at our client benefit structures, communication and case conferencing. We have also been participating in a Working Group with Boreal, focusing on OW data and referral readiness assessment. Supervisors and Program Leads attended "Train the Trainer" sessions with the Ministry in preparation for some of the changes coming for Fall 2024. Something new that will be implemented is the Common Assessment and Action Plans in SAMS. These will be required to be completed within 30 days with any new OW grant. ISN's will make an assessment to refer the client to EO or determine appropriate person centered supports to support self-sufficiency. Once a referral is made through SAMS to EO it is picked up in their information system called CAMS, where part 2 of the Common Assessment is completed and employment readiness is assessed. Both teams will work closely together to provide integrated employment supports to OW participants.

Centralized Intake & Social Assistance Renewal

In late September the Ministry announced the final phase of the centralized intake rollout and regulatory changes to support this. As of October 1st, 10 municipalities will be working with the IBAU team to enable the Social Assistance Digital Application as the first point of contact for clients and that the IBAU will be making all initial eligibility decisions, including issuing payments and decision letters and handling Internal Reviews and Overpayments. Local offices will be responsible for ongoing eligibility and the provision of person centered supports. Should a client present at a local office in crisis (financial or otherwise), staff will support the individual to apply online or through Service Ontario. Should there be financial need, local office staff can assess for Emergency Assistance. Our office will be making this transition in 2025.

Once this change is made and EST is fully implemented, it will mark the end of the Social Assistance Renewal plan that was initiated back in 2020.

West IS&S Van

Our Parry Sound Income Support & Stability team purchased a van to address our client's transportation barriers and to assist with the increased outreach in our new ISN position. Staff are currently using it and loving it. The van is used to help clients move, provide transportation to appointments and trainings and allow staff flexibility to travel across the district. This compliments the van we purchased for our South River office back in late 2022.

Broadway Transitional Unit

We are so excited with the roll out of our transitional housing program. 3 of the 4 units were occupied by the end of September with plans to move someone into the last unit in October. All 3 occupants are working intensely with their ISN to address their barriers and goals to move towards permanent housing and employment. One occupant is an Ontario Works client, one occupant is an ODSP client, and the other occupant is employed and working with the ISN to secure permanent housing.

Lived Experience Clients

Income Support & Stability staff on the West side of the district visited a tent encampment to do a check-in and see if services were needed. Upon meeting a person at the encampment, the staff thought it would be a good idea to get feedback from someone with lived experience. The person was very open to giving feedback about items for our program to include in our encampment response kits. This interaction was positive and informative for both parties. The program has goals to work more with clients who have lived experience and valuable information and insight to provide to our teams.

Homemakers Program

We have entered into a new service agreement with ARTS to provide Homemakers supports to eligible clients. Ally from Alejandra Recreation Therapy Services (ARTS) attended a staff meeting in Parry Sound, and a Income Support and Stability Leadership meeting to give us information on the services that she will provide to our clients across the district. She went over the referral process and answered any questions. We rolled out the Homemakers program with staff in August and have already referred several people to the program. This program will help address some gaps in the system to allow seniors and low-income individuals to stay in their homes longer with some basic supports such as meal prep, light housekeeping or grocery shopping.

Employment Placement Program

Staff at Employment North have successfully transitioned clients into the workplace using 4 out of our 6 placement incentives. All of them about to reach their 3rd milestone. We will continue to work with them to use the remaining two spots to work with local employers to place our clients into the workforce.

Community Counseling Centre of Nipissing

To address the growing waitlist of our clients in our South River office that require mental health support, psychological assessments, and assistance with applying for ODSP, CCNIP has increased the number of days per month they can assist our clients. We expect this will help address the gap in the system for Primary Care. Our Service Agreement has been updated to include the increased days of support.

Parry Sound Friendship Centre

Our Parry Sound Income Support & Stability staff attended the opening of the Friendship Centre in August. A lot of IS&S clients attended the opening and was a great opportunity to connect with community partners and clients. They revealed a new, large and beautiful meeting room that can offer a nice space for a variety of meetings and teachings. They also have a new gym that is available for staff and clients to use. Staff had a great time and felt very positive about the possibilities for networking and relationship building at this event.

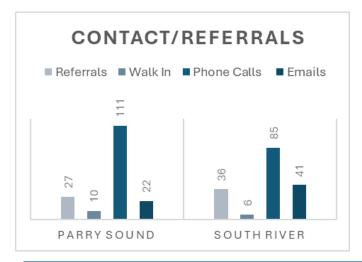
The Income Support and Stability Integrated System Navigators provide case management and coordination of appropriate supports and services and the provision of consistent and on-going person centred supports, required by the individual to succeed in achieving and maintain life and housing stabilization goals.

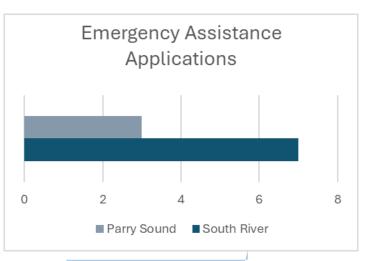
Contact / Referrals – August 2024

The data collected is initial contact made with a client to determine eligibility for on going support. This includes ongoing Housing Stability and Ontario Works cases.

Emergency Assistance Applications – August 2024

An application can be created when the applicant is not currently in receipt of social assistance, or not serving a period of ineligibility. Administrator also must be satisfied the applicant to the best of their ability made a reasonable effort to access other resources.





Client Referrals

Clients who identify as experiencing homelessness, or at immediate risk of homelessness.

August 2024	East	West	YTD
Homeless	1	1	31
At Risk	7	7	67
Program Total			
Esprit In Shelter Clients calculated in Homelessness numbers	0	0	0
Esprit In Shelter	0	0	0
Esprit Outreach Homelessness	0		0
Esprit Outreach At Risk			

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
August 2024	6	11

Household Income Sources and Issuance from Housing Prevention Programs Funding (HPP):

August 2024 Income Source	Total	НРР
Senior	6	\$,3850.85
ODSP	6	\$5,161.35
Ontario Works	10	\$7,341.38
Low Income	8	\$4,716.46

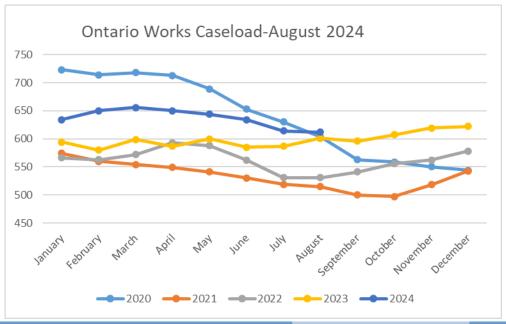
August 2024 Reason for Issue	Total
Rental Arrears	\$2,233.00
Utilities/Firewood	\$6,468.47
Transportation	\$0
Food/Household/Misc	\$11,144.78
Emergency Housing	\$1,223.79
Total	\$21,070.04

By-Name List Data As of August 31, 2024

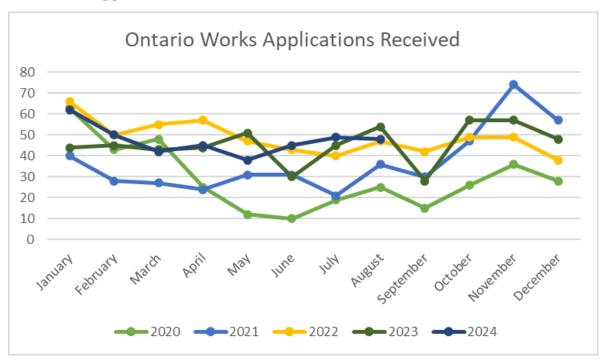
The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access.



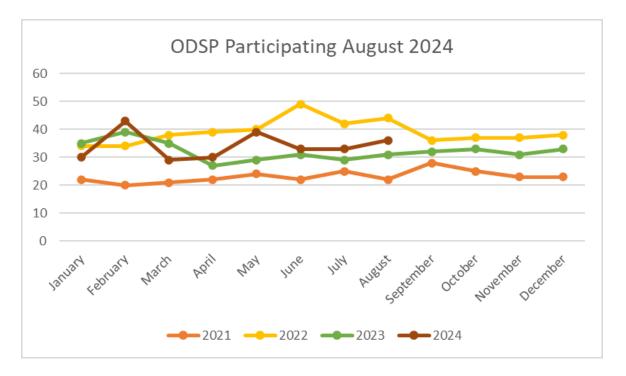
As of August 31st, we had 62 people actively homeless on the By Name List. 37% of those are considered chronically homeless. 6% of those on our BNL are currently in our Transitional Program at Broadway in East Parry Sound. Since 2021, we have housed 61% of all people from our BNL.



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received

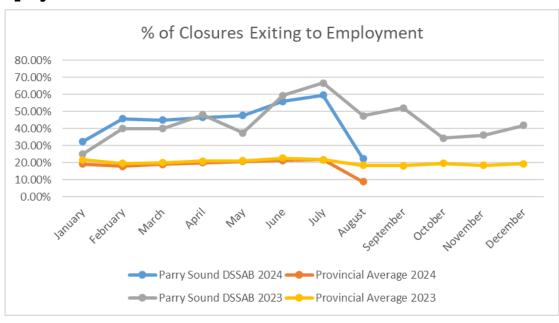


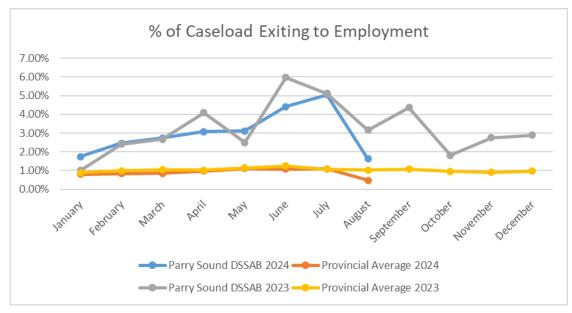
ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continues to trend down to **612**. We are supporting **36** ODSP participants in our Employment Assistance program. We also have **62** Temporary Care Assistance cases. We received **48** Ontario Works Applications, 39 (81%) of which were through SADA and managed through IBAU in July.

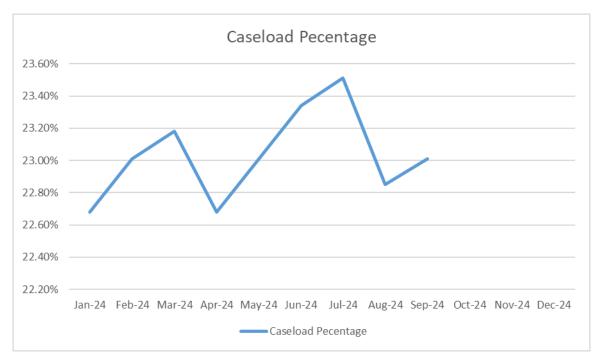
Employment Assistance & Performance Outcomes



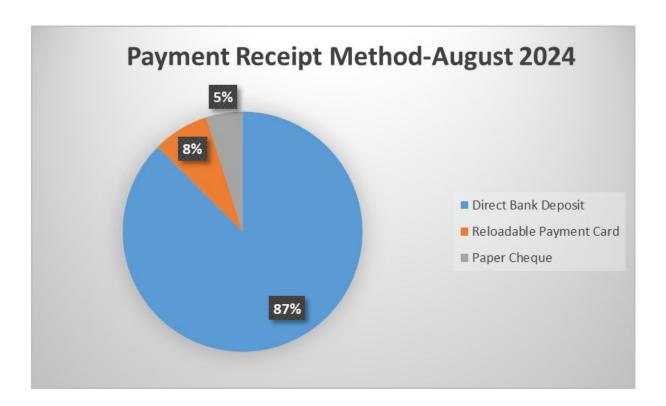


Despite the significant drop in our Performance Outcomes in August, it appears this trend translated across the province, as we are still above the provincial average and finished number one in the Northeast. We also had 7.4% of caseload exit OW for any reason.

MyBenefits Enrollment 2024



DBD Enrollment



Housing Programs

Social Housing Centralized Waitlist Report August 2024				
	East Parry Sound	West Parry Sound	Total	
Seniors	52	141	193	
Families	119	463	582	
Individuals	549	176	725	
Total	720	780	1500	
Total Waitlist Unduplicated 421				

Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison Applications and Households Housing from the CWL

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar	7		3	3	
Apr	11		17	6		Apr	10	1	7		
May	13	2	9	2		May	4	1	5	1	
June	9	1	2	1		June	1		15	3	
July	5	1	5	1		July	9	1	19		
Aug	14	1	3	1		Aug	9	1	21		
Sept	12		4			Sept					
Oct	8	1	1	4	2	Oct					
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	48	4	83	9	

SPP = Special Priority Applicant

Housing Programs Update

Housing Programs completed the centralized waitlist update. This update has allowed us to connect with all our waitlist applicants and gather updated eligibility information. We had twenty-one applications cancelled in the month of August. Most of the applications were cancelled due to no contact after several attempts to reach the applicant or their listed contact. We also had applications cancelled due to applicant request, and had two applicants buy homes outside of our district. There were nine new eligible applications added to the waitlist.

We are still seeing an increase in the number of special priority placement (SPP) applications received in our program. There was one new approved SPP in the month of August, and another in progress. Unfortunately, many applications we receive do not fit into the Housing Services Act criteria, however, this speaks to the ongoing housing crisis we are seeing in our area and across the province and country.

We are still waiting on the release of the COHB (Canada Ontario Housing Benefit) funding. This funding is part of the National Housing Strategy, which also holds COCHI (Canada Ontario Community Housing Initiative) and OPHI (Ontario Priority Housing Initiative) funding. The COHB provides funding to residents of our district to secure affordable housing, and with the delay to its release, we are seeing an increase to the amount of phone calls from clients who are struggling to remain in their units due to the high market rents.

Housing Programs is moving along with the implementation of our online waitlist portal. We will begin training soon and hope to go live in the coming months. This will allow applicants to apply to the centralized

waitlist online, as well as update their applications.

Our team is also engaging in various training opportunities. Staff are completing excel training, which will allow us to create spreadsheets to track our data, and others are completing Rent Geared to Income training through ONPHA (Ontario Non-Profit Housing Association). These opportunities help the team to grow and strengthen their knowledge and skills.

We had the opportunity to attend a board meeting at the Golden Sunshine Municipal Non-Profit building in Powassan in September. While there, we were able to speak with their board members about future planning, service agreements and financial plans. The ministry has established new framework for service agreements as we enter end of mortgages with our housing providers. This framework establishes minimum requirements for the continuation of funding rent-geared-to income (RGI) units, as well as setting a minimum term length of ten years and the development of joint financial plans which are to be reviewed every five years.

We also had the opportunity to view the new wallpaper mural that was installed in the lobby. (see picture to the right).



Parry Sound District Housing Corporation August 2024

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	1	24
Move in	3	24
L1/L2 forms	0	4
N4 - notice of eviction for non payment of rent	0	3
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	4
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	3	47
No Trespass Order	0	4
Tenant Home Visits	37	244
Mediation/Negotiation/Referrals	15	131
Tenant Engagements/Education	5	31

Tenant Services Update

This quarter in Tenant Services, we really hit the ground running with a 3rd Community Relations Worker (CRW) planning educational opportunities for Parry Sound District Housing Corporation tenants as well as Parry Sound Non-Profit housing tenants. We hosted 2 large BBQ events, one in Parry Sound at the Hub, and one in Sundridge at the Lion's Park. At the Hub location, we had Parry Sound Fire attend with a fire truck to provide some sprinkler water and children had a great time running through on one of the hottest days of the year! We also had Canadian Mental Health, and the YMCA attend to provide information about services available and some life skills teachings. We also provided fire prevention and safety flyers.

The events were very well received by tenants who enjoyed the day, as well as the Non-Profit's staff who reported being very grateful for the event for their tenants to participate in. Approximately 50 tenants attended in Parry Sound, and 25 in Sundridge.







Towards the end of the summer we also officially launched our resident portal through RentCafe, for tenants to view ledgers, make rent payments, make maintenance requests, and see bulletin board updates about anything going on in each building that we want to share. We had training and setup processes ahead of time, and sent out information to every tenant to offer them the information they needed to create accounts. Afterwards, we hit the road and went to each building to sit in the common rooms with our laptops and physically help with any issues they were having or offer any support in getting starting with their accounts. This was also well received, and a lot of people were able to get set up with little help.

We also implemented a module in our Yardi database for Accounts Receivable Management where we can set people up for automatic recurring payments. With the online bank bill payment no longer an option for people, many were interested in these automatic payments. This eliminates the need to manually enter payments into receipt batches which will help us be more efficient. Another highlight of the software is a cheque scanning device, into which we feed rent cheques and post batches of these cheques through the Accounts Receivable Manager. This both deposits the cheque into our bank account and posts the payment onto the tenant ledger automatically, creating efficiencies in our processes. This has all been a lot to learn, but well worth the time and effort in the long run. We're excited to see where all this takes us, and happy to have easy solutions to assist tenants.

Property Maintenance August 2024

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 7 units have been treated
Vacant Units	14	one-bedroom (10); multiple bedroom (4) (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	6	5 one-bedroom markets, and 1 studio unit are vacant
After Hours Calls	7	Fire supervisory signal trouble reset, partial power outage in unit, fridge not working, building fire alarm going off-no fire, toilet blockage, washing machine not working
Work Orders	131	All work orders initiated within August
DSSAB Ticket	35	DSSAB Tickets are logged for maintenance or repairs required for any of the DSSAB buildings (separate from the Housing Stock)
Fire Inspections	1	One apartment building was inspected
Annual Inspections	All	All PSDHC Buildings were inspected by the Electrical Safety Authority
Incident Reports	0	

Property Maintenance & Capital Quarterly report August 2024

The Women's Shelter interior renovation is moving along adhering to the completion date of November 29th, 2024. Structural, mechanical, electrical and exterior components have been completed. Attic guano remediation has been completed. Interior gypsum boards, cabinetry and electronic door strikes are currently in the process of being installed.

Window replacement for the Parry Sound District Housing Corporation's 6 story senior's apartment building was awarded May 13th. Due to the delay in supply, the windows were manufactured and delivered at the end of September. Timeline for completion has now shifted to November 30th, 2024. Mock up and architect approval was completed, and the installation commences the week of October 8th, 2024.

Parry Sound District Housing Corporation is currently awaiting documentation from consultants in the tender preparation regarding a complicated, integral retaining wall located at a senior's building in Parry Sound. This retaining wall is structurally failing, and therefore requires immediate remedy due to the location, and purpose.

Parry Sound District Housing Corporation assisted with the move of two daycare programs running in two separate buildings to one building. This provided the opportunity to ready the vacant building for a commercial lease. A retaining wall was repaired at this site as well during this time.

Two workspace sheds were constructed and positioned in both Parry Sound and South River. This will allow the Facility Maintenance staff a workspace, along with tool storage on both sides of the district.

Significant attention was given to the eavestrough replacements for many of the buildings across the district; both for the family homes, and apartment buildings. In doing so, drainage repairs were also completed.

Retaining wall, masonry, and fencing repairs were completed at the Parry Sound Beechwood office site.

A much-needed removal of old antennas situated on some family homes and apartment buildings has been initiated and will be completed this fall.

Remediation of mould or asbestos has been identified, and is either under way or complete, in four family homes.

Extensive plumbing repairs are underway at an apartment building located in the East side of the district. This will displace one tenant while the work is completed.

An extensive interior renovation and upgrade for 2 vacant family homes located in the East side of the district is now complete. The work involved a necessary complete abatement of asbestos. The project spanned over several months. Both homes will be offered to a family in need this fall.

An elevator was repaired at a 3-story building in Parry Sound. This unfortunately resulted in the inability to use the elevator over the summer months. The delay in repair was due to wait times on delivery of supplies for the contractor. We are currently awaiting the final TSSA inspection.

Esprit Place Family Resource Centre August 2024

Emergency Shelter Services	August 2024	YTD
Number of women who stayed in shelter this month This month's stats include women who were housed in a hotel	0	31
Number of children who stayed in the shelter this month This month's stats include dependents who were housed in a hotel	0	14
Number of hours of direct service to women (shelter and counselling)	52	1076
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	_	_
Resident bed nights (women & children)	_	_
Phone interactions (crisis/support)	19	238

Transitional Support	August 2024	YTD
Number of women served this month	5	24
Number of NEW women registered in the program	2	15
Number of public ed/groups offered		0

Child Witness Program	August 2024	YTD
Number of children/women served this month	3	117
Number of NEW clients (mothers and children) registered in the program	2	9
Number of public ed/groups offered	0	2

Esprit Place Family Resource Centre Update

Esprit Place continues to undergo major renovations with a scheduled completion date of December 1st, 2024. During the closure we continue to provide service to women and children in the District of Parry Sound, including outreach, children's voices, and transitional housing services. We have begun the process of recruiting new staff and reorienting existing staff in preparation for the residential program reopening once renovations are complete and the building is set up to receive clients.

Powassan & District Union Public Library

Minutes for Monday, June 17, 2024 – 6:15 p.m. Board Meeting @ Library

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Brenda Lennon, Leo Patey,

Debbie Piper, Pat Stephens, Marie Rosset

Via Zoom: Valerie Morgan,

Item	Action	Responsibility
Call to order	6:15 pm	
Respect and Acknowledgement Declaration	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.	
3. General Consent Motion: Present the general Consent Motion for September 2023, which includes: a) Approval of June 17, 2024 Agenda b) Approval of Minutes from the May 13, 2024 meeting c) Approval of the May 2024 Financial Statements d) Approval of the May 2024 Library Reports	Request to add to agenda 5g) banning teen at library and 5.h) process for patron complaints Motion: 2024-24 That the General Consent Motion for June 17, 2024 be adopted as amended Moved by: Pat Stephens Seconded by: Leo Patey Adopted	
Disclosure of pecuniary interest	None	
General Business a) Presentation by Pat Stephens - OLSB	Pat Stephens is the PDUPL Board representative at the Board Assemblies serving populations from 5,001 to 9,999. She was elected to represent that group on the Ontario Library Service Board.	

b) Ontario Public Library	Pat made a short presentation explaining to our Board the organization chart of the group. Board members were asked for their	
Service Award Opportunity	suggestions for events or programs the PDUPL could submit. Ideas were Lisa LaFlamme Event, our Community Conversations, the Fish Hatchery we hosted.	
c) Current Grants Update	 Trillium Capital Grant: still waiting for response. Trillium Resilience Grant: fulfilling the requirements, still waiting for second payment of \$9,000, which will be release on September 14. Senior Community Grant: successful and will receive award of \$7,816. The first events for this grant will be in July 2024 and will continue monthly until March 2025. 	Marie and staff
d) New grants being considered	Trillium Seed grant – deadline June 16 Accessibility Grant – deadline July 23.	Marie
e) Update on Local Government Library Service Fees	The new Budget Committee is still working on plan to meet the 2024 objective. Next meeting, July 5, 10 am at the library	Tina Martin, Debbie Piper, Pat Stephens, Laurie Forth, Brenda Lennon, Valerie Morgan
f) Form T1235E Information request	Information is necessary to complete the yearly Charitable Tax Return, which the CEO completes, thus saving at least \$1,000 per year.	Marie
g) Banning Teen at Library	The library has its own Code of Conduct for Teen which specifies the appropriate behaviour expected of teens. So far that approach has been successful at the library.	

h) Process for patrons	It was recommended that the library have a
complaints	form for patrons to register their complaints.
-	A form for Complaints, Compliments and
	General will be created.
Correspondence	Letter from Royal Canadian Legion Powassan Branch ON #453 showing support for the library and with a donation of \$2,000 for funding for Senior Programming through the Community conversations or to be applied for operating expenses.
Committee Reports	
a) Property Committe	i. An unveiling event is scheduled for June 28 th starting at 11am, with Valerie Houghtling's family and the media in attendance. Invitations have been sent to all three councils, Friends of the Library, Board Members, Fundraising Committee, Volunteers, MP Anthony Rota and MPP Vic Fedeli ii. Total cost of project: Less than \$7,000
b) Financial Committ	cee CEO shared latest financial info: i. PDUPL VISA card now in operation ii. In 2025, plowing costs will increase from \$46/plow to at most \$115/hour, and audit fees will increase from \$2,625 to \$4,000, an increase of 52%!
c) Policy Committee r	Virtual Reality Waiver of Liability Motion: 2024-25 That the PDUPL Board approve the Virtual Reality Waiver of Liability as presented Moved by: Debbie Piper Seconded by: Brenda Lennon Adopted
	GOV-09 PDUPL Financial Policy
	Motion: 2024-26
	That the PDUPL Financial Policy be
	passed as modified. Moved by: Brenda Lennon
. 	Seconded by: Pat Stephens

d) Friends of the Library Update	Draw of Quilt will be on June 28 th at the opening of the Valerie Houghtling Quiet Room.	
e) Adjournment	Motion: 2024-27 That the June 17, 2024 meeting be adjourned at 7:30pm Moved by: Brenda Lennon	Next meeting September 16, 2024, 2024

Chairperson	: Kustre Marta
	Kristina Martin, Chair
Secretary: _	Mario (Kosset
	Marie Rosset, CEO

Powassan & District Union Public Library

Minutes for Monday, August 12, 2024 – 6:15 p.m. Board Meeting @ Library SPECIAL: BUDGET COMMITTEE REPORT OF FINDINGS

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Valerie Morgan,

Debbie Piper, Pat Stephens, Brenda Lennon

Absent: Leo Patey

Ite	m	Action	Responsibility
1.	Call to order	6:15 pm	
2.	Respect and Acknowledgement Declaration	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.	
	3. Budget Committee Report	Debbie Piper presented the latest balance sheets for June and July. Pat presented the Budget Committee findings and recommendations. The Budget Committee recommends: - reduced book and DVD purchases for 2024 - Close the library on Saturdays for remainder of the year - Eliminate replacement staff to cover for those staff away or missing work LIFELABS: We have implemented opening the library at 8 am on days when LIFELABS is here Moved the janitorial services to a separate budget line eliminating the hours being charged as salary	

- Recommend that Board review the Vacation Policy and have staff use their vacation each year as opposed to collect vacation pay for unused vacation.
- Monthly financial reports to include addendums that show revenue and expenses for each grant, specific donations and fundraising.

There was much discussion and a MOTION was drawn.

Motion: 2024-25

That the Library Board adopt the following steps to deal with the 2024 financial shortfall:

- use the reserves to cover the shortfall for 2024
- make a solid financial plan for 2025 and have it ready to share with municipalities in January 2025.
- Our staff are our most important asset.
 There has not been, nor will there be a wage increase in 2024. We endeavour to build the 2025 budget plan around a 15% wage increase.
- Communicate the results of this meeting with staff as soon as possible.
- Ensure our plans as well as our commitment to have the 2025 budget plan ready for January 2025 is communicated to our municipal partners.

MOVED by Debbie Piper **SECONDED** by Val Morgan. **ALL IN FAVOUR.**

The Board thanked the committee members and agreed to the continuation of a Board Budget Committee.

Chairperson: _	Knistne Martin	
_	Kristina Martin, Chair	
Recorder:	Pat Stephens MR.	
	Pat Stephens	

Powassan & District Union Public Library

Minutes for Monday, September 16, 2024 – 6:15 p.m. Board Meeting @ Library

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Debbie Piper, Marie Rosset

Via Zoom: Valerie Morgan, Pat Stephens

Absent with regrets: Brenda Lennon, Leo Patey

Item	Action	Responsibility
Call to order	6:10 pm	
Respect and Acknowledgement Declaration	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.	
 3. General Consent Motion: Present the general Consent Motion for September 2023, which includes: a) Approval of September 16, 2024 Agenda b) Approval of Minutes from the June 17, 2024 and August 12, 2024 Special Budget meeting c) Approval of the August 2024 Financial Statements d) Approval of the June 2024 Library Reports 	Motion: 2024-26 That the General Consent Motion for September 2024 be adopted as amended Moved by: Bernadette Kerr Seconded by: Stephen Kirkey Adopted as amended.	
4. Disclosure of pecuniary interest	None	
5. General Businessa) Grants Update- OTF Resilience Grant	- Second payment (\$9,000) should have been paid by OTF to the Municipality of Powassan on Sep 14, to be transferred to the library all tech items have been purchased - Final report due to OTF on April 17, 2025	

b) Update on Local Government Library Services Fees	Revised Budget package (with 7% increase) sent to three Union Members on Monday September 9, 2024. Payment received from Township of Chisholm on Sep 17, 2024.	
c) Summer Program Report by Owen Desrosier	Owen wrote an outstanding final report for the TD Summer program at the library. It was submitted to the TD program with the potential to win a money prize.	
d) Hours of Operation	The Budget Committee will review the staff suggestion of opening on one Saturday per month to allow young families to come to the library and also to take advantage of Saturday rental opportunities	Budget Committee
e) Vacation Schedule	Library will remain open this year between Christmas and New Years	
f) Pay Equity Grant	Not discussed.	
6. Correspondence	 Letter from Raymond Cho, Minister of Seniors and Accessibility, congratulating the library for a successful application to the Seniors Community Grant Program Letter from Crime Stoppers to the Library for donating a gift basket for their 25th Annual Crime Stoppers Golf Tournament. 	
7. Committee Reports a) Property Committee	 i. Elevator One invoiced the library \$1,495 for a unpredictable and necessary repair to the elevator. CEO was able to get them to reduce it to \$750, which is still steep. ii. OTF Capital Grant, CEO would like to have all the work done by the end of December 2024 – new light fixtures throughout, new Heat pump, upgrade to the Accessibility Features. 	CEO

	iii. CEO presented quotes received for plowing the Library's parking lot. Will get one more quote from someone suggested by Debbie Piper.	
b) Financial Committee	i. Nothing to report	
c) Policy Committee report	HR-04 Right to Disconnect Policy Motion: 2024-27 That the PDUPL Right to Disconnect Policy be passed as amended. Moved by: Debbie Piper Seconded by: Laurie Forth Adopted	
	GOV-02 Board of Directors Duties & Responsibilities Policy Motion: 2024-28 That the Board of Directors Duties and Policies be adopted as amended. Moved by: Stephen Kirkey Seconded by: Bernadette Kerr Adopted	
	This amendment addresses, adding an option for a Board Member to ask for a recording of the vote count.	
d) Friends of the Library Update	The Friends of the Library will be holding their annual sale of donated crafting materials on September 28 th from 10am to 2pm.	
e) Adjournment	Motion: 2024-29 That the September 16, 2024 meeting be adjourned at 8:20pm Moved by: Bernadette Kerr	Next meeting October 21, 2024

Chairperson:	Krestne Menti
	Kristina Martin, Chair
Secretary:	Marie Boset
	Mbrie Rosset CFO



From: K. Bester, Deputy Clerk

Re: Ontario Trilium Foundation – Grow Grant

Date: October 31, 2024

RECOMMENDATION:

That the Municipal Council provide a resolution in support of our application to the Ontario Trillium Foundation – Grow Grant program, in the amount of \$100,000 (\$50,000 for 2 years) to foster physically active lifestyles for children and youth within the community.

BACKGROUND:

Funding will be used for the following:

- To expand our soccer program to an additional age group
- To expand our T ball program
- To initiate floor hockey programming
- To initiate baseball programming
- To initiate dance classes at 250 Clark

Funding will cover the following:

Purchase of equipment / administrative staff salaries/time and student coordinator salary to organize, manage and run all programming. The programming will be funded for a two year period (2025-2027) with \$50,000 in funding being provided each year.

There is no municipal contribution required for this one.

This application is due on November 6, 2024



Grow Grant

Take a successful project to a new level. Grow grants provide a higher level of funding over 2 or 3 years to help proven community projects increase their impact.

NEXT DEADLINE

November 6, 2024, 5:00 pm ET

TERM LENGTH

2 or 3 years

AMOUNT AWARDED (PER YEAR)

Minimum \$50,000 Maximum \$200,000

Scale up a program and service to benefit your community

Grow grants range from \$100,000 to \$600,000 over 2 or 3 years. Grants support established programs and services that have a proven track record of success and meet community need. Applicants can apply for funding to expand, improve or adapt an existing program or service.

Upcoming granting cycle

The grant application period is October 9, 2024 to November 6, 2024, at 5 pm ET.

Who is eligible to apply

OTF grants support the work of eligible non-profit organizations to help them deliver direct community-based programs and services in Ontario.

Review the eligibility criteria below to help you determine if you are a fit with who we fund.

View eligibility criteria for applicants

Interested applicants must:

- deliver programs and services in one of four sectors: sports and recreation, arts and culture, environment, and human and social services.
- have a primary purpose, presence, and reputation for delivering community-based programs and services with direct community benefit in one of OTF's 16 geographic catchment areas in Ontario.
- demonstrate the financial and organizational capacity to manage OTF funds, and deliver and complete
 the proposed project as per OTF's <u>Financial Need and Health of Applicants policy</u>
 (/who-we-are/our-policies/financial-need-and-health-applicants-policy).
- demonstrate that it is the appropriate organization or community to carry out the proposed project.

In addition to these requirements, applicants must be one of the following:

Non-profit organizations

The following types of organizations may be eligible for funding. They are required to have at least one full year of registration and/or incorporation and operating.

- A charitable organization registered with the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction

Indigenous communities

The following Indigenous communities may be eligible for funding:

A First Nation

- First Nations seeking funding for their libraries must apply on behalf of the library.
- A Chartered Community Council, operating under the Métis Nation of Ontario
- An Inuit community

Municipalities, libraries and local services boards

- A municipality with a population of 20,000 or less, county library boards and local services boards serving populations of 20,000 or less are only eligible to apply for funding in two of OTF's Funding Priorities:
 - o Foster physically active lifestyles; or
 - Enriching lives through arts, culture and heritage
- A municipality with a population of 20,000 or less must apply on behalf of its cultural or recreation agencies, including municipal libraries and museums.
- Municipalities with a population of over 20,000 are not eligible for funding.

Learn more about <u>eligibility criteria for applicants</u> (/who-we-are/our-policies/eligibility-policy).

Collaboratives

A collaboration of two or more organizations may be eligible if the lead organization in the collaborative meet the requirements of OTF's <u>Eligibility Policy</u> (/who-we-are/our-policies/eligibility-policy). The lead organization will be required to accept responsibility for the application and administration of the grant, including financial and reporting accountability.

Collaboratives are required to include a formal, signed collaborative agreement with their grant application. Learn about Collaborative Agreements (/resources/collaborative-agreement).

Religious entities

An organization that is a religious entity or a faith-based group and is a registered charity or not-for-profit corporation may be eligible for funding. The organization needs to provide direct programs and services to the community at large which are not religious activities and do not include a requirement to participate in any dimensions of faith.

Learn more about <u>eligibility criteria for religious entities</u>
(https://otf.ca/who-we-are/our-policies/eligibility-policy#religious-entities).

Ineligible applicants and activities

OTF funding is available to applicants that meet specific requirements related to their mission and mandate, how they operate, their proposed projects and the community need. Find out who and what is not eligible for OTF funding (https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-applicants).

What we fund

Explore what we fund below through this grant stream.

Funding priorities

OTF invests in projects that help build healthy and vibrant communities. OTF's funding priorities focus on areas that identify the types of change OTF invests in. Select the funding priority that best meets the goal of your project:

- Foster physically active lifestyles
- Help people build stronger connections and a deeper sense of belonging in their community
- Enrich lives through arts, culture and heritage
- Support youth to develop stronger social, emotional and leadership skills
- Support participation in the conservation and restoration of the environment
- Enable economically vulnerable people to meet their basic needs and/or strengthen their financial stability

Explore these priorities as part of OTF's Grant Investment Framework

(/our-grants/grant-investment-framework). If projects do not fit with the Funding Priority selected in the grant application, the application will be declined.

Project objectives

As you plan your application, choose the main objective for your project:

- Expand an existing program or service
- Improve an existing program or service
- Adapt an existing program or service

When selecting your objective, think about what you want to achieve with your project and how it will directly impact your community.

Project budget and eligible costs

Grow grants range from \$100,000 to \$600,000. You can request between \$50,000 and \$200,000 per year, for 2 or 3 years.

Prepare a clear Project Budget and ensure that the identified costs correspond with the deliverables and key tasks of your Project Plan. The costs must also be appropriate, reasonable and valid for the activities outlined in the Project Plan. All funds needed for the project need to be secured, or there must be a reasonable plan to secure the remaining funds.

Eligible Budget Categories

You can apply for funding to cover project costs across the following categories:

- Direct Personnel Costs: OTF will support salaries, mandatory employment-related costs and employee benefits for staff positions funded specifically to carry out the project.
- Direct Non-Personnel Costs Purchased Service
- Direct Non-Personnel Costs Workshops/Meetings
- Direct Non-Personnel Costs Supplies and Materials
- Direct Non-Personnel Costs Travel
- Overhead and Administration Costs:
 - OTF will support Overhead and Administration Costs directly associated with the project up to 15% of the Budget before applicable Capital costs.
 - These do not include the direct costs to run or deliver the project, including the staff or equipment associated with the project. It does include a portion of regular operational expenses that can be attributed specifically to this project. For more information, refer to the Eligibility Policy (/who-we-are/our-policies/eligibility-policy).

You can have up to 5 budget items for each Direct Personnel Costs and Direct Non-Personnel Costs.

Eligible capital costs (if applicable)

Up to 20% of your Budget can include capital-related costs that directly relate to your project objective. This can include the purchase of equipment (fixed and non-fixed) and/or the completion of renovations, repairs or retrofits. Eligible Capital Costs include:

- Construction and Renovation Costs
- Equipment Costs
- Developmental Costs (max 20% of Capital Costs)

Review a sample budget entry

(https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#sample-project-budget) that includes word counts and cost breakdowns.

Quotes and estimates

For each goods and services valued above \$5,000, a minimum of one quote or estimate is required. However, OTF prefers to receive two or more quotes or estimates to help your organization establish accurate budget amounts and demonstrate the best value for money.

Multiple sub-contracts with a supplier on the same project:

- Multiple sub-contracts with a supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$5,000, a minimum of one itemized quote or estimate (preferably two or more from different suppliers) needs to be uploaded.
- An itemized quote or estimate breaks down the cost of each good and service into line items.

All documentation needs to be:

- Prepared by a third-party professional
 - For municipalities, documentation can be prepared by a specialized department within the municipality.
- Dated and obtained within 6 months prior to the application deadline
- Completed with information about the vendor or supplier

Ineligible costs

Certain activities and items are not eligible for funding. These include:

- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates.
- Contingency costs: Funds that are reserved or set aside for an emergency
- Costs incurred before the approval of the OTF grant
- General capital fundraising drives and/or capital campaigns
 - Where OTF funding represents a component of a larger project, applicants must demonstrate either that the OTF funded components can be completed independently or that other funding sources have been secured, before OTF releases any funds to the grantee. If the funds to complete the project are not secured in full within one year of the signing of the Grant Contract, the grant will be rescinded.

Read the full list of what is not eligible for funding.

(https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-activities)

Resources and application checklist

The grant application involves specific information about applicants and their proposed projects. The submitted information helps us evaluate if all eligibility criteria are met and eligible projects are then <u>scored</u> <u>for overall strength and clarity</u>.

Explore all Grow grant application resources

(/resources/community-investments-grant-resources/grow-grant-application-resources), including the grant application questions

(/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions)

1) Gather your organization information and assess your eligibility

If your Organization Information

(/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions)

has been submitted as part of a recent application, you may not be required to update and resubmit this section for the upcoming deadline. When you start a new grant application, additional instructions will be available in the Granting Portal.

The following lists will help you gather up-to-date information required for your application:

Organization details

(https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#organization-information)

- Incorporation number and year of incorporation (not-for-profits only)
- Charitable registration number and year of registration (registered charities only)
- <u>Business number (for all applicants)</u> (/submitting-your-business-number)

Financial information

(https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#financial-health-and-stability)

- Financial statements covering your organization's most recent fiscal year and comparative information for the prior fiscal year.
- Accumulated surplus and deficit documentation (if applicable)

Familiarize yourself with OTF's <u>Financial Statement Requirements</u> (/resources/financial-statement-requirements).

All applicants, except for Municipalities and First Nations, need to comply with and submit financial information that meet OTF requirements.

Governance information

(https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#governance)

- List of current board of directors (required to have at least three members, with 50% of members at arm's length relationship to each other)
- List of current senior staff, Director level and above
- By-laws

All applicants, except for Municipalities and First Nations, need to provide governance information.

Not eligible? If applicants do not meet OTF's requirements, their application will not proceed for a full review.

2) Gather your project information and documentation

For each of the following items, use the grant application questions

(/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions)

to understand all requirements:

- Identify your project objective
- Prepare your Project Plan
- Prepare your Project Budget
- If applicable, obtain quotes and estimates for goods and services valued above \$5,000
- If applicable, provide photos of equipment (fixed and non-fixed) needed to deliver your project
- For collaborative applications, obtain a formal, signed Collaborative Agreement. Learn more about what to include in your Collaborative Agreement (/resources/collaborative-agreement).
- If applicable, provide proof of ownership or a 5-year lease agreement for the facilities or spaces that you will improve. Learn more about <u>OTF's Lease Agreement Requirements</u> (/resources/lease-agreement-requirements).

Ensure that your Project Budget and Project Plan reflect your selected requested term and project objective. If you include capital components in your grant application, explain why and how the capital budget items are directly related to the delivery of your project.

3) Complete and submit your application

Granting Portal

OTF requires all grant applications to be submitted through its Granting Portal. Before starting an application, you will be asked to complete a short questionnaire to ensure you are a fit for this grant stream.

- Returning users: <u>Sign-in to the Granting Portal</u> (https://services1.otf.ca/s_Login.jsp?prole=0&lang=1) when the application becomes available.
- New users: To access available grant applications, <u>create an OTF account</u>
 (https://services1.otf.ca/s_csignup.jsp?token=XVtQHUUGYF1YShZZXxJWQl1ZYEl8H3Q%3D).

Final reminders

- Start your application as soon as it becomes available and work with your team to finalize requirements.
- Once submitted, your application is final and cannot be changed.
- Applications submitted after the deadline will not be accepted.
- Learn how OTF makes application decisions (/who-we-are/about-us/how-we-make-application-decisions).

Application questions

OTF provides the full grant application questions to help you prepare beforehand. You can use the questions to draft your answers in advance, gather your required documentation, and plan with your team.

Explore the grant application questions

(/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions)

Application supports

One-on-one coaching calls are now available to discuss your project with an OTF Program Manager. Book a 20-minute coaching call (/support/application-coaching).

OTF offers different support webinars for applicants:

- General webinars are available year-round to learn about eligibility criteria for applicants.
- Grant-specific webinars cover grant application requirements. These webinars will begin in October 2024.

Register for a webinar today (/support/support-webinars).

Contact OTF's Support Centre for general questions and technical support at otf@otf.ca or 1 800 263-2887.

How we assess grant applications

Submitted applications are assessed by experienced staff and local volunteers.

Discover OTF's assessment criteria for grant applications to help you prepare a complete application.

View OTF's assessment criteria

Assessment criteria: Eligibility of applicants

All applicants need to:

• Fit with who we fund (/who-we-are/our-policies/eligibility-policy).

- Demonstrate a primary purpose, presence, and reputation for delivering programs and services with direct community benefit in Ontario.
- Comply with <u>requirements around certain political activities</u> (/who-we-are/our-policies/eligibility-policy)

• Have the right type of complete <u>financial statements</u> (/resources/financial-statement-requirements) based on its total revenues and fiscal year-end date. If needed, the application also includes <u>required</u> <u>documentation for accumulated surplus and deficit</u>

(https://otf.ca/resources/financial-statement-requirements#prepare-your-documents).

- Have a minimum of 3 active board members as of the application deadline.
- Provide a clear organizational structure and have proper oversight for effective management of conflict of interest and accountability.
- Demonstrate strong financial capacity and the ability to manage the grant (if applicable, based on past OTF grants).

Note:

- Applicants that do not meet eligibility criteria will not have their applications proceed to a full review.
- OTF reserves the right to ask successful applicants for updated organization information at any time throughout the life of the grant.

Assessment criteria: Eligibility of projects

OTF reviews the eligibility of projects based on the following areas:

- The project complies with eligibility requirements outlined in <u>OTF policies</u> (/who-we-are/our-policies) and on the grant page.
- The project fits with the <u>Funding Priority</u> selected.
- The project fits with the purpose of the grant and the selected project objective.
- The necessary documentation meets requirements.
- The applicant has the capacity to deliver the project as outlined.

Assessment criteria: Clarity and strength of projects

Projects are evaluated and scored based on the following criteria:

Community benefit and relevance (30%)

- The application clearly explains the fit with the selected funding priority and the selected project objective.
- The project responds to a community need or opportunity.
- The anticipated local benefits are realistic and achievable.
- The project budget is appropriate to achieve the anticipated impact.
- The size and scope of the Project Plan, Project Budget and success measures are realistic, clear, and aligned.

Project plan and feasibility (30%)

- The Project Plan is clear and provides details about how the project will be implemented including the deliverables, key tasks, and timelines for the project.
- The Project Plan is feasible, ready-to-go, can be completed within reasonable timelines and it demonstrates a high likelihood of success.
- If it is a collaborative project, the collaborative is suitable to support the project's success and the collaborative agreement clearly outlines all necessary details.
- The project has a proven track record of success.
- If the project includes a capital component, there is a clear link to the overall project, programs and services.

Project Budget (30%)

- The Project Budget is clear and the identified costs correspond with the Project Plan, deliverables and key tasks.
- The costs are appropriate, reasonable and valid for the activities outlined in the Project Plan.
- All funds needed for the project are secured or there is a reasonable plan to secure the remaining funds.

Program participation for populations experiencing barriers (10%)

• The project will help populations experiencing barriers (e.g., socio-economic, geographic, cultural, gender, abilities and/or racial) to participate in the program.

What happens after you submit an application

After you submit a grant application, there are a few critical elements you should be aware of so you can begin your project efficiently and easily.

Read what happens after you apply

Assessing and making recommendations

- OTF staff first review your application and information available on your organization's website and social media accounts.
- We verify that your group meets eligibility criteria.
- If you are eligible, our experienced staff and local volunteers score your application against the <u>project</u> assessment criteria.
- Local Grant Review Team volunteers make funding recommendations to the OTF Board of Directors.
- Learn more about <u>how we make application decisions</u>
 (/who-we-are/about-us/how-we-make-application-decisions).

Notification of funding decision

- The final list of approved grants is sent to Ontario Members of Provincial Parliament (MPPs) to give them an opportunity to congratulate successful applicants directly, when possible.
- All applicants are then notified of the final decision, approximately 4-5 months from the deadline date.
- All OTF decisions are final and there is no appeal process.

Orientation meeting

- Successful applicants take part in a mandatory orientation meeting with an OTF Program Manager.
- These meetings cover key expectations and requirements of the grant and need to be completed before grants can be activated.
- As part of the orientation, groups review the <u>Grantee Requirements</u> (/resources/current-grantee-resources/grantee-requirements).

Activating a grant

• After the orientation meeting, the Signatory Contact for the grant receives the Grant Contract by email, along with electronic signing instructions. The contract is a legal agreement between the

applicant and OTF.

- Once the contract has been received by the Signatory Contact, they must be review it, sign it, and submit it back to OTF within 60 days of receipt to remain valid.
- Grants are activated once contracts are signed and returned electronically to OTF.
- Grant payments are made through electronic funds transfer (EFT) once a grant becomes active.

During your grant

Reporting and monitoring

- Grantee engagements will take place throughout the life of a grant.
- Grantees submit a final report when the project is complete. The report covers the achievement of the project, metric, and learnings.

• Grant recognition

As outlined in the <u>Grant Recognition Requirements</u>
 (/resources/current-grantee-resources/grant-recognition-requirements), grantees are to
 publicly recognize OTF and its funder, the Government of Ontario, at an event and through
 other recognition activities.

• Completion

 After OTF staff approve the final report, grant hold-back funds are released and the grant is closed.

• Grantee compliance

- A random sample of grants are subject to a Grantee Compliance Audit.
- Grants can be audited for compliance at any point within the grant's life, or after the grant has been closed.

Most common application mistakes

Review some of the most common mistakes applicants make in their applications. This information will help you prepare a grant application that meets eligibility and application requirements.

Explore some common mistakes

Applicant is not compliant with OTF policies

As part of the assessment process, OTF ensures that applicants comply with OTF's granting policies:

- Anti-Discrimination Policy (/who-we-are/our-policies/anti-discrimination-policy)
- <u>Eligibility Policy</u> (/who-we-are/our-policies/eligibility-policy)
- <u>Financial Need and Health of Applicants Policy</u>

 (/who-we-are/our-policies/financial-need-and-health-applicants-policy)

When applicants do not meet these policies, the application will be declined.

Applicant does not fit with who we fund

Applicants are assessed according to OTF's <u>Eligibility Policy</u> (/who-we-are/our-policies/eligibility-policy). When applicants do not meet these requirements, the application will not proceed to a full review.

For example: An organization does not clearly explain that its mission and mandate is to directly deliver programs and services in Ontario.

Responses do not include enough information

OTF receives a very high volume of grant applications. While we review and assess all submitted applications, applicants can forget to provide enough detail to give OTF a full, and clear picture of their project. This often includes:

- Answers that don't provide relevant information about the project and organization.
- Missing information about how the project will be delivered.

Applications that don't have all of the answers fully completed will be declined.

Documents are missing or incorrect

Various documentation is required as part of the application. Certain documents are commonly missed or incorrect. Here are some examples:

- Quotes and estimates are not submitted, are missing dates or don't clearly go with a budget item.
- Photos of equipment needed to deliver a project are not submitted.

- The wrong proof of ownership documents are uploaded. (Applicable for Grow and Capital grants)
- A lease agreement does not show a minimum of 5 years remaining at the time of application deadline. (Applicable for Grow and Capital grants)
- Collaborative applications that are missing a complete <u>Collaborative Agreement</u> (/resources/collaborative-agreement). (Applicable for Grow and Seed grants)

Applications that are missing documents or have incorrect documentation will be declined.

Financial documents don't meet requirements

Wrong type of financial statements

The size of your organization's revenue determines who should be preparing your financial statements to submit with your grant application. Most common mistakes with this requirement are for:

- Organizations with revenues less than \$99,999: Financial statements can be prepared by staff, internal bookkeeper, board member, or an accountant.
- Organizations with revenues \$100,000 or more: Financial statements need to be prepared externally and with different criteria, depending on total revenues.

Applications that contain the wrong type of financial statements will not proceed to a full review.

Review the Financial Statement Requirements (/resources/financial-statement-requirements).

Missing surplus or deficit information

Organizations with an accumulated surplus or deficit need to include additional documentation with the application. This information provides further explanation for staff reviewing the application. Applications that do not provide this documentation will not proceed to a full review.

Review the <u>Financial Statement Requirements</u> (/resources/financial-statement-requirements) and use the <u>Financial Position Calculator</u> (/resources/financial-position-calculator) to determine if you have an accumulated surplus or deficit.

Incomplete or inaccurate project budget

The project budget is a critical part of the application. It shows how grant funds will be used and ensures funds are used effectively. There are a number of common mistakes related to the project budget.

Ineligible costs

Budgets often include costs that are ineligible for funding.

Budget items are not aligned to the Project Plan and requested term

Applicants need to clearly explain how their budget items are connected to their project and Project Plan. Applicants often forget to include:

- Clear cost breakdowns for each budget item.
- Appropriate and reasonable costs for the activities outlined in the Project Plan.
- A Project Budget and Project Plan that correspond to their requested term.

When Project Budgets do not meet requirements, the application will be declined.

Applications do not explain the benefit to local community

The project is not at a community level

OTF has divided Ontario into 16 areas, called catchments, and applicants need to select one catchment area where the primary activities of the project will take place. Applications that indicate impact at a province-wide or national level will be declined.

The community need is not clear

Ensure that you have created a link between your project and the benefit it will have in your community and/or for community members. For example, if you want to hire a volunteer coordinator or purchase equipment explain how these items will help you deliver your project to directly benefit community.

We are here to help

We offer a broad range of resources and opportunities to help non-profit organizations learn how they can directly apply for an OTF grant.

Get support (/support)

Head Office

Ontario Trillium Foundation (c/o Workhaus) 30 Wellington St. West 5th Floor Toronto ON M5L 1E2

Monday - Friday 8:30 AM - 5:00 PM

Contact

1 800 263-2887 416 963-4927 otf@otf.ca



(/news/awardrecognizes-otf-leadercreating-safe-spaceswork)

OTF recognizes that our work, and the work of our grantees, takes place on Indigenous territories across Ontario.

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From: K. Bester, Deputy Clerk

Re: TD Friends of the Environment Foundation

Date: October 10, 2024

For Information Purposes -

Please note that we received confirmation that our application to the above noted fund was successful. We will be receiving \$7,177.75. A summary of how funding will be used follows:

- Planting of approximately 12 tress and 15 shrubs at the Trout Creek Community Centre (adjacent to the children's park and riding corral).
- Planting of approximately 6 trees and 8 shrubs at the Powassan Sportsplex (adjacent to the children's park).
- Installation of bird, bee and bat houses at both locations.

The Trout Creek and Powassan Lions groups have committed to assisting our Public Works staff with planting the trees and shrubs, and the Powassan Scouts and Guides will be building and installing the bird, bee and bat houses.

The focus of the project is to make the parks more inviting, by providing shade areas and flowering shrubs, and also to encourage visits by pollinators. Green spaces play very vital roles in communities and are believed to improve human health, reduce stress and improve ones' quality of life.



From: K. Bester, Deputy Clerk

Re: Community Emergency Preparedness Grant

Date: October 10, 2024

RECOMMENDATION:

That Council supports our application under the above noted funding opportunity, in the amount of \$10,950.00. Funding, if successful, will be used for:

- 1. Hazardous Materials Awareness training for all volunteer fire fighters. This online course is offered through the Ontario Fire College at a total cost of \$1950.00.
- 2. Hazardous Materials Operations training for ten (10) volunteer fire fighters. This practical course is offered over 2 weeks through the Ontario Fire College at a total cost of \$3000.00
- 3. Purchase of 20 new 2 way radios at a cost of \$6000.00.

BACKGROUND:

The Community Emergency Preparedness Grant (CEPG) provides funding to help communities purchase emergency supplies, equipment and services, such as:

- chain saws
- generators
- sandbag machines
- training delivery and education
- exercise planning and coordination

This application is due on October 31, 2024. Successful applicants will be notified in February, with planned activities / purchases taking place between March – August 2025.



From: K. Bester, Deputy Clerk Re: McDonald Street Transfer

Date: October 1, 2024

RECOMMENDATION:

That Council provide staff with direction regarding their preferred option to move forward on the sale of McDonald Street, subsequent to information provided by the surveying company.

BACKGROUND:

Council passed resolution no. 2023-260 declaring McDonald Street surplus and directed staff to move forward with this process, as per our Sale and Disposition of Land bylaw no. 2017-05. At this time the party interested in purchasing the property has provided their deposit and the property was recently surveyed.

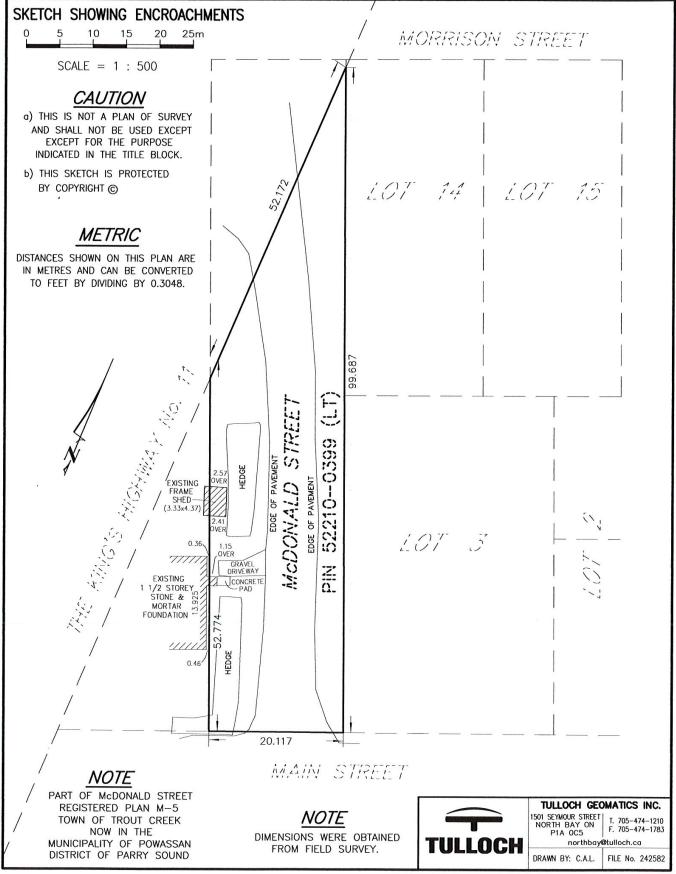
The surveyor has advised that the neighbouring property to the west actually has encroachments on the road allowance (hedges, gravel driveway, concrete pad adjacent to entrance to house, and existing frame shed). It would appear that the actual house is only about .36 metres from the road allowance. See attached surveyor's sketch.

Our legal counsel has provided the following comments:

This is something that is Council's call and they can revoke the authorization to sell or modify it or confirm it. Considering that the physical lay of the land it would reasonable for Council to consider amending the direction to sell and to offer portions of the road allowance to the owner with the encroachments. That could simply be an offer to sell them the land for the encroachments and to ensure proper space beside the house for maintenance etc. It could also include more land such that they could maintain access to Main Street from that gravel driveway. Its all a matter for Council to decide including how much they might have to pay.

Although the long standing use may have some practical value, that long standing use does not create any enshrined right of access to McDonald Street. Council could close McDonald Street without their permission; they have frontage on and direct access to Main Street.

When it comes to "authorized access/entrance permits" my experience is that if we are talking about entrances create 30 or 40 years ago there will be no records (to confirm or deny permission).



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From: K. Bester, Deputy Clerk

Re: Tower Line – Seasonal maintenance by property owners

Date: October 1, 2024

RECOMMENDATION:

That Council provide staff with direction on this matter.

BACKGROUND:

There are 3 property owners on Tower Line who use the seasonally maintained portion of Tower Line during the winter months. One property owner has resided there for many years and up until amalgamation in 2001 had been providing South Himsworth Township with an insurance certificate.

Earlier our legal counsel had indicated that an agreement should be put into place, and an insurance certificate provided to the municipality by property owners who wish to personally maintain a section of Tower Line in the Winter months. At this time, we have received both of these items from **one** property owner only. Over the past several years (2021 onwards) we have attempted, without success, to have the property owner who has lived there for many years provide these. There is also another property owner who recently constructed a dwelling and has not provided these items; his initial plan was to use the dwelling on a seasonal basis, but circumstances have changed for him. At this time, we have been advised that one property owner is interested in potentially severing two lots off his parcel. Our current ZBA/OP would not permit the severances given that there is not frontage on a year-round municipally maintained roadway.

Our legal counsel has recently provided the following comments:

It is possible that insurer is telling these folks a standard homeowner's policy will not meet the requirements and they would need a more expensive commercial policy.

However, it would not be an unreasonable condition to suggest that if they want the severances the road has to be upgraded to facilitate full year-round maintenance.

The Municipality could enter a contract with private snow removal company but then the question is whether that cost is simply absorbed by the general taxpayer or if the Municipality wishes to impose as special charge on the abutting properties that benefit.



From: Clerk, Allison Quinn

Re: Updates regarding Powassan Library Budget 2024

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

At the Council meeting of September 17, 2024, Council asked staff to follow up with the Powassan and District Union Public Library for clarification on some aspects of the 2024 Library Budget that was presented. The responses in Italics are directly from the library.

- 1. How was the decision made to close on Saturdays?

 They decided to close on Saturdays to save money as it is not usually busy on Saturday's. They are looking at opening on the last Saturday of October, November and December and will revisit the issue in January of 2025.
- 2. On the next budget, they would like to see the municipal contributions on separate lines so it's easy to see what each municipality is contributing instead of being on one line. *This will be done.*
- 3. Why were services reduced when you were operating with a 7% increase from municipalities and an increase in funding?
 - As explained during their presentation, the 7% increase is not enough to cover all the increases from operating the library. The many years of taking increases from between 0% to 2% increase caught up with them.

The Budget Committee had to stall all new purchases, and freeze salaries to the 2023 level, and still, they are looking at over \$15,000 in deficit. Last year they would have had over \$5,000 in deficit if it hadn't been for the Lisa LaFlamme event. They are getting grants, but for specific items and cannot be used for the operation of the library. Added to that there is \$7,601 that they receive as a pay Equity Grant every year, which they shouldn't get since pay equity is not put in practice at the library and hasn't been since the 1990s.

Most of their Special Projects were funded through grants except for the \$10,160 difference in their Special Projects revenue and expenditures. The difference is for their Quiet Room, Legion Senior Expenses and an additional \$1,324 spent above the grant the student grant they received.



From: Treasurer/Director of Corporate Services Re: Funding Application- Hummel Bridge

RECOMMENDATION:

Received for information purposes.

BACKGROUND AND ANALYSIS:

In August of 2024, the Province of Ontario announced \$400 million in funding under the Housing-Enabled Core Services Program for the rehabilitation, reconstruction, or replacement of municipal roads, bridges, and culverts.

Township of Nipissing and Municipality of Powassan staff have worked in conjunction to submit a joint funding application under this program for the replacement of Hummel Bridge. Funding has also been sought under the same application to complete the rehabilitation of Alsace Road once bridge construction is completed.

Note that this funding stream only provides 50% coverage and therefore, if successful, the Municipality would need to cover our portion of the total project cost, our share of which is currently estimated at \$1.1 million.

Funding announcements are anticipated to be released in early 2025. If successful, the work would need to be completed by March 31, 2028.

Staff will continue to monitor for other funding opportunities that may come available as well.



To: Council From: Operations Re: Landfill

RECOMENDATION:

Operations would like council to consider the following options for compaction to our landfill.

ANALYSIS:

Currently Operations is looking for landfill compaction alternatives. Operations investigated the use of a tractor backhoe as a compaction solution. Attached is a copy of an email from our Landfill Engineering Firm Knight Piesold explaining that a tractor backhoe does not produce enough ground pressure to be an effective solution and would reduce our landfill life expectancy.

Additionally, Operations confirmed with our landfill engineering firm a bulldozer would not reduce the life expectancy of our landfill due to the difference between a track machine and a "sheep's foot" wheel compactor. The engineer said, "If we do frequent and thorough compacting with a bulldozer, it will be the same or slightly better than a sheep's foot used weekly".

We have priced bulldozers in the 35000 to 45000 lb. weight class to have similar compacting pressures as the previous landfill compactor. Operations has received the following pricing, estimates and quotes.

Purchasing:

Develon quoted \$270,529.73 for a new DD130-US20 (no Hi trac model available)

Tormont Cat quoted \$589,000 for a new D6 specifically designed for landfill (extra guards and shatterproof glass, HI trac etc.)

Operations looked at several Used bulldozers and have a range in pricing from \$90,000 to \$200,000 for a "decent" used machine. Operations defines "decent" as a machine less than 20 years old with lower-than-average run hours. (Operations recommends mechanical inspections by a professional if a used machine is the selected option.)

Rentals:

Bulldozer rentals ranged from \$6,800 to \$16,000 per month to have a bulldozer onsite.

Weekly rentals ranged from \$4,580 to \$5,200 per week

The above rental rates also require a delivery and pick up fee ranging from \$195 to \$1,200 depending on store location. Additionally, the rentals all charge a "cleaning" fee varying from a flat rate of \$560 to an hourly rate of \$150

Operations priced a rental bulldozer and operator to come in one week per month and provide roughly 20 hours of compaction. This price is attached and is \$4890.00 per 20 hours of operation, per month.

Privatization:

Along with equipment rental and purchasing options, Operations investigated privatization of our landfill. Based on research it seems beneficial for the landfill to remain a publicly operated resource. North Bay returned to a publicly operated model in recent years after several years of contracted landfill management. I called the North Bay Landfill Coordinator and asked one simple question, "Did they achieve or exceed their targeted cost savings when taking back the operation." The coordinator explained they did indeed meet or exceed their targets, and they also have far better control over their vision of the landfill and its life expectancy.

Based on this year's budget, Operations recommends a rental unit and operator to come in once a month to clean and compact our landfill. In the coming budget year Operations recommends we purchase a used bulldozer in the 35000-to-45000-pound weight class. Operations recommends a hi track model to allow for ease of cleaning for the under carriage.

At this time Operations believes we can perform our own packing operations without modifying the current landfill hours of operation or staffing. This will serve a twofold purpose; it will allow better control over our compaction and coverage. Better coverage will help deter bears and birds from inhabiting the landfill it will also serve to reduce scatter of loose debris. The hours of operation may be adjusted in the future as Operations is considering a Summer/Winter hour rotation for the landfill to allow for more convenient operating hours for the public.

Hi Fred,

As per our telephone conversations over the past week or two regarding compaction of the waste at the Powassan Landfill, I confirm that a D5 or larger bulldozer, tracking multiple times over the waste in different directions, is the best solution without using a sheepsfoot compactor or similar. The weight of a D5 bulldozer or larger should adequately compact the waste provided the thickness of the waste prior to compaction is not too excessive (i.e. not more than 1 to 1.2 m thick). Other methods of compaction, such as using a backhoe, would not provide adequate compaction. Without adequate compaction the lifespan of the Landfill would be reduced, which would not be ideal for future waste disposal for the Municipality.

I am available anytime if you have additional questions.

Best Regards.

Steve

Steven (Steve) Aiken, P.Eng. Manager, Environmental Services

Manager, Environmental Services Knight Piésold Ltd.

T: +1 705 476 2165 | D:+1 705 476 2165 ext 241 | M: +1 705 499 1903 200 - 1164 Devonshire Avenue

North Bay | Ontario | Canada | P1B 6X7

Please note our new address





Canor Construction Inc. 619 Stanley St North Bay, ON P1A 4H9

Name/Address
Municipality of Powassan
Attn: Fred Schmeltz
fschmeltz@powassan.net>

Job Estimate

Date	Estimate #
2024-09-24	Equipment

Email: canor@canor.ca

Phone: 705-495-4050 Fax: 705-495-1052

HST: 854992252

Estimator	Terms	Job			
Ashley	30 Days	D6 Dozer - Unoperated			

Description	Qty		Rate	Total
Supply Rental of D6 Dozer unoperated to the Municipality of Powassan as requested by Fred Schmeltz.				
Float to site (per/hr) - Min. 2 hr Charge	2	\$	195.00	
D6 Dozer Rental - Unoperated Daily Weekly Monthly	1 1 1	\$ \$ \$	1,800.00 5,400.00 16,000.00	
Float from site (per/hr) - Min. 2 hr Charge Washing of Machine prior to float out	2	\$	195.00 560.00	
Notes Machine will be delivered completely fueled and will be inspected for existing damages prior to hand over.	ı			
The Municipality of Powassan is responsible for all fueling throughout the rental of the unit.				
The Municipality of Powassan will be resposible to cover the cost of repairs should the damage be deemed operator error.		:		
Machine will be inspected once rental term is completed and any damages will be recorded and may be invoiced accordingly.				
All damages requiring repaired must be reported to Canor in order for Fleet Manager to record and repair accordingly.				
Should machine be returned unfueled, fueling charge will be applied to the Final invoice. Rate per Litre	1	\$	2.50	

We propose hereby to furnish materials and labor - complete and in accordance with the above specifications for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance.

Our workers are fully covered by Worker's Compensation Insurance.

CANOR IS NOT RESPONSIBLE FOR UNDER GROUND UTILITIES NOT MARKED BY ONTARIO ONE CALL.

Contractors	signature:
-------------	------------

ACCEPTANCE OF ESTIMATE
The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as
specified. Payment will be made as outlined above.

All accounts are subject to 24% per annum on overdue accounts.

Authorized Signature:		

Subtotal	\$	•
HST	\$ 	_

DEPOSIT MAY BE REQUIRED



Canor Construction Inc. 619 Stanley St North Bay, ON P1A 4H9

Name/Address Municipality of Powassan Attn: Fred Schmeltz fschmeltz@powassan.net>

Job Estimate

Date	Estimate #
2024-09-26	Equipment

Email: canor@canor.ca

Phone: 705-495-4050 Fax: 705-495-1052

HST: 854992252

Estimator	Terms	Job
Ashley	30 Days	D6 Dozer - Operated

Description	Qty		Rate	Total
Supply Rental of D6 Dozer unoperated to the Municipality of Powassan as requested by Fred Schmeltz.				
Float to site (per/hr) - Min. 2 hr Charge Operator - Travel to site D6 Dozer Rental - Operated (per/hr) Min. 3 hr charge Operator - Travel from site Float from site (per/hr) - Min. 2 hr Charge	2 1 1 1 2	\$ \$ \$ \$	195.00 75.00 170.00 75.00 195.00	
Washing of Machine prior to float out (if required)	1	\$	560.00	
This quote is per rental.	ŀ			

We propose hereby to furnish materials and labor = complete and in accordance with the above specifications for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance.

Our workers are fully covered by Worker's Compensation Insurance.

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Contractors signature:

ACCEPTANCE OF ESTIM	ATE			
	nditions are satisfactory and are I	nereby accepted. You are	authorized to do the	work as
specified. Payment will be made				
All accounts are subject to 24% p	per annum on overdue accounts.			
Authorized Signature:				
Date				

Subtotal HST	4890:ª	<u>の</u>
TOTAL	\$ -	

DEPOSIT MAY BE REQUIRED



Quote 418671-01

Sep 26, 2024

MUNICIPALITY OF POWASSAN

466 MAIN POWASSAN Ontario POH 1Z0

Attention: MR. FRED SCHMELTZ

Dear Fred,

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) Only New 2024 CATERPILLAR Model: D5 LGP Dozer with Purpose Built Landfill Specifications:

Standard Equipment

POWERTRAIN

C7.1 Caterpillar diesel engine
Enhanced auto shift (EAS)
Torque divider, lock up clutch
Transmission, electronically controlled
powershift, 3-Speed
Shift management:
-automatic directional and downshift
-controlled throttle, load compensated
-programmable/selectable bi-directional

UNDERCARRIAGE

Carrier rollers, lifetime lubricated Equalizer bar Idlers, sealed and lubricated Rollers, lifetime lubricated

HYDRAULICS

Independent steering and implement pumps Load sensing hydraulics

ELECTRICAL

LED lights
Alarm, backup

-Infinite ground speed adjustment (GSA)
Air cleaner, integrated pre-cleaner with
dust ejector
Aftercooler, air to air (ATAAC)
Coolant, extended life
Fuel priming pump, electric

Track adjusters, hydraulic Track roller frames, tubular Track, sealed and lubricated Sprocket segments, replaceable

Radiator, aluminum bar plate Starting aid, ether ready, automatic

Fan, hydraulic, cold weather

(950 cca) (24 V system) Converter, one 15A 12V outlets

Alternator, 105 A

Batteries, two maintenance-free 12 V

Horn, forward warning

Starter, 24 V

OPERATOR ENVIRONMENT

One-piece cab, sound suppressed:

-Integrated rollover protection

IROPS/FOPS

-Cab-mounted modular HVAC system

8-inch (203 mm) gauge cluster display

Cloth seat

Machine Security System

Lights - 4 LED Slope Indicate

Cupholders

Electro-hydraulic implement steering

controls

Footpads, dash

Glovebox

Lunchbox storage

Mirror, rear view

Seatbelt, retractable, 76mm (3 inch)

Wipers

Mounts, cab, viscous

TECHNOLOGY PRODUCTS

RADIOS

PRODUCT LINK, BT entertainment radios, radars, TMS, etc. Availability varies by country please contact your Cat marketing representative with

OTHER STANDARD EQUIPMENT

Mounts, cab, viscous

C-Frame, cylinders (VPAT) and lines Ecology drains (engine oil, engine coolant, powertrain case, hydraulic) Engine enclosures, perforated, lockable Extended service intervals (500 hrs

engine, 1000 hrs powertrain)

Front pull device

Grill, radiator, heavy duty

Ground level service center with remote

questions or click on the link below: https://catdealer.com/certification and select Product Link Hardware Lookup Tool to check on hardware certification for specific country.

electrical disconnect and secondary

shutdown switch

Guards, hinged bottom

Pitch link, adjustable (VPAT)

Pressure taps, centralized & remote

Scheduled Oil Sampling (SOS) ports

Rear access ladder

Shovel holder

Drawbar

Other Components

Description

D5 LGP VPAT TRACTOR

JOYSTICK, ARO/GRADE, VPAT

SEAT, STANDARD

Comfort plus cloth seat with mechanical lumbar support.

GRAB HANDLES, LGP, VPAT

Grab handle and rear ladder for LGP machine versions.

FUEL TANK, FAST FILL

Provides fuel tank with openings for either a simple cover without refilling system, the fast fill system.

FAN, REVERSING

Auto-reversing fan which changes direction to automatically purge debris from radiator and enclosures.

RECOMMENDED for high debris applications.

RADIATOR, TRASH RESISTANT

Provides wider fin spacing radiator (6fpi instead of 9fpi).

Straight through fin design enhances cleanability and Aluminium material provides efficient heat transfer.

RECOMMENDED for high debris applications.

FINAL DRIVE, LGP, 85", GUARDS

Includes two final drives with labyrinth guard rings to provide extra protection for the duo cone seals. Specific for waste or other applications with wrapping debris. Not recommended for general dirt work or muddy applications.

REAR BOX WITH STRIKER BAR

The rear striker bar includes a rigid drawbar and large opening doors to access the storage compartment.

RECOMMENDED IN HEAVY DUTY AND WASTE HANDLING APPLICATIONS

BULLDOZER PACKAGE, LGP, VPAT

INCLUDES:

Bulldozer 6VPAT, LGP (with C-Frame, 2 lift, 2 angle and 1 tilt cylinders)

Hydraulic lines with protection guards above the lift and angle cylinder lines

DUAL CONTROL PACKAGE

Operator control package for ripper or winch operations. Includes a dual axis joystick and hydraulic lines.

PRECLEANER, TURBINE W/SCREEN

RECOMMENDED IN HEAVY DUTY AND WASTE HANDLING APPLICATIONS

COVER

REQUIRED FOR FUEL TANK, FAST FILL

CONFIGURATION 17B, VPAT, HRC

Basic structure for a Variable Pitch Angle Tilt (VPAT) tractor.

WASTE PACKAGE, VPAT

INCLUDES:

ENCLOSURE GROUP

EJECTOR GROUP-DUST

HANDHOLD AR-CAB

SEAL GROUP

Primary package for waste handling applications

FLOOR, CAB, PREMIUM

Includes adjustable footrests and a thick floor plate for noise reduction in the operators station.

COLD WEATHER, 110V, PACKAGE

RECOMMENDED in extreme cold ambient temperature environments, and for 110V voltage compliant countries.

INCLUDES:

- -Starter, Heavy Duty
- -Heater, Engine coolant, 110V
- -Ether starting aid
- -Two 12-Volt Batteries, 1400 CCA

COVER, FUEL TANK GUARD, FF W/FAST

Must be selected when the machine is ordered with a fuel tank guard and a fast-fill fuel tank, outfitted with the fast-fill fuel system.

DOZER CONTROL, ARO/GRADE, LGP VPAT

GUARD, HEAVY DUTY PKG, VPAT

Includes heavy duty bottom guards and a fuel tank guard.

REGIONAL PACKAGE, CANADA, ISO

Includes warning decals, ISO.

HYDRAULIC OIL, STANDARD

UNDERCARRIAGE, LGP, HD XL, WASTE

LIGHT, UNDERHOOD

Light inside the left-hand engine compartment with on/off switch.

LIGHTS, 12, LED, PREMIUM, VPAT

Adds six additional LED lights with output of 1500 Lumen power each to

Two lights mounted on engine

hood, and two more mounted on each rear cab corner for a total of 360 degrees of visibility.

GUARD, LIGHTS, PREMIUM, VPAT

Wire guards for front and side facing lights.

AIR CONDITIONING, QUICK DISCONNECT

Provides intermediate connections under the cab that can be quickly unplugged without the need to evacuate the refrigerant. This allows for easy "30-minute" cab removal for maintenance purposes.

BLADE, LGP, WASTE, VPAT

 $160.6\ensuremath{^{\prime\prime}}$ wide, 8.3 cubic yd. / $4080\ensuremath{\mathsf{MM}}$ wide, 6.3 CUM.

Landfill blade equipped with a trash rack to increase its productive capacity when machine works in lighter material such as waste.

REAR CAMERA

Rear camera system to enhance operator visibility of surroundings and machine. The camera image is shown on primary display. Rearview camera shows in home screen and automatically switches to full screen when machine is placed in reverse gear. Camera image includes back up lines that show edge of machine tracks and distance reference. remains in standard mode until the machine is placed in reverse gear.

PREMIUM CORP RADIO (12V)

Premium 12V AM/FM radio with Bluetooth technology, USB port, and 3.5 mm AUX input.

LUBRICANT, STANDARD

Fluid package for mild climate

CAB, HIGH DEBRIS

For high debris or waste applications. Includes features of the premium cab plus poly carbonate glass doors for added impact resistance. Cab side windows are solid for improved pressurization.

Cab is Remote Control (RC) ready.

ASSIST W/ARO

Available for HRC regions only

Provides a 10" Touchscreen display and Glove box.

INCLUDES:

SLOPE INDICATE

BLADE LOAD MONITOR

STABLE BLADE

SLOPE ASSIST

STEER ASSIST

TRACTION CONTROL

AUTOCARRY

ATTACHMENT READY OPTION (ARO)

PRECLEANER, CAB POWERED

Provides powered pre-cleaner with advanced cabin filtration that helps provide cleaner operator environment Recommended in high debris applications.

Includes:

- Extended service times for air filter
- Improved cabin pressurization to keep dirt out
- External accessible cartridge with cylindrical filter
 (MERV16) to prevent the cab from normal dust intrusions.
- Upgrade compatible with HEPA with activated carbon for order control filtration

RADIO, CB (READY)

Provides factory integrated solution for mounting CB radio on right rear cab C-Post. Includes adjustable mounting bracket, Co-Ax cables, CB antenna, 2nd power converter, and integrated power connection by radio.

LIGHT, BEACON

3 LED lights integrated into the top perimeter of the cab. One above each door and one in the rear. Fully visible for a 360 degree view.

ENGINE

C7.1 Caterpillar diesel engine. EU Stage V, MLIT 2014 (Tier 4 Final) EPA/ARB Tier 4 Final

RECEPTACLE, JUMP START

GUARD GUIDING, LGP, CENTER, HDXL

CTWS & MSS RECEIVER, BLE

Includes Machine Security System BLE capability with TWS Tracks.

PRODUCT LINK, PLE643/PLE743 RADIO

Product link radio package PLE643/PLE743 provides a cellular PL243 radio. When the radio is used in combination with a PLE602 network manager (to make a PLE643 system) or PLE702 network manager (to make a PLE743 system) hours, health, utilization, and productivity information is collected and transmitted. The system also provides support for remote services and other advanced features.

TRACK, 33", EXTREME SERVICE, LGP, CENTRE HOLE, CTWS FUEL ANTIFREEZE, -25C (-13F)

REQUIRED BY: American and Canadian dealers

Provides fuel (diesel) antifreeze protection down to -25C (-13F)

SERIALIZED TECHNICAL MEDIA KIT

The technical media kit will include the Operations & Maintenance
Manual (OMM) and other media specified on the Factory Notification
List required to ship products from the manufacturing facility. Kit
may contain multiple Operation & Maintenance Manuals (OMM) based on
the final country of destination. Contents will vary.

Any additional media or translations not included in the kit, Should
be ordered through https://catpublications.com

ENGINE COOLANT, -58F

Provides additional cooling system antifreeze protection down to -50C (-58F).

Price: (plus applicable taxes)

Sell Price (Ex Works Powassan Landfill Site) \$589,677.30
Extended Warranty As described below
Grand Total \$589,677.30

Warranty

Additional Considerations

- This quote is based on the current US to Cdn. Dollar exchange rate. Any fluctuation in this rate at the time
 of order will adjust the price up or down as required. Rates can also be locked with a firm order.
- · All prices shown are taxes extra.
- Sales Price subject to Manufacturer Price Changes

Thank you for the opportunity to quote. If there are any questions when reviewing the information, please contact me at 705-918-5073.

Sincerely,

Ivan Lachapelle,

Territory Manager

^{***} Price includes all Toromont & CAT governmental / municipal discounts***







Quote 418672-01

Sep 25, 2024

MUNICIPALITY OF POWASSAN

466 MAIN POWASSAN Ontario P0H 1Z0

Attention: MR. FRED SCHMELTZ

Dear Fred. Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) Only New 2024 CATERPILLAR Model: D5 LGP Dozer with the following specifications:

Standard Equipment

POWERTRAIN

C7.1 Caterpillar diesel engine Enhanced auto shift (EAS) Torque divider, lock up clutch Transmission, electronically controlled powershift, 3-Speed Shift management: -automatic directional and downshift -controlled throttle, load compensated -programmable/selectable bi-directional

UNDERCARRIAGE

Carrier rollers, lifetime lubricated Equalizer bar Idlers, sealed and lubricated Rollers, lifetime lubricated

HYDRAULICS

Independent steering and implement pumps Load sensing hydraulics

ELECTRICAL

LED lights Alarm, backup Alternator, 105 A Batteries, two maintenance-free 12 V

shifting -Infinite ground speed adjustment (GSA) Air cleaner, integrated pre-cleaner with dust ejector Aftercooler, air to air (ATAAC) Coolant, extended life Fuel priming pump, electric

Track adjusters, hydraulic Track roller frames, tubular Track, sealed and lubricated Sprocket segments, replaceable

Radiator, aluminum bar plate

Starting aid, ether ready, automatic

Fan, hydraulic, cold weather

(950 cca) (24 V system) Converter, one 15A 12V outlets Horn, forward warning Starter, 24 V

OPERATOR ENVIRONMENT

One-piece cab, sound suppressed:

-Integrated rollover protection IROPS/FOPS

-Cab-mounted modular HVAC system 8-inch (203 mm) gauge cluster display

Cloth seat

Machine Security System

Lights - 4 LED Slope Indicate Cupholders

TECHNOLOGY PRODUCTS

RADIOS

PRODUCT LINK, BT entertainment radios, radars, TMS, etc. Availability varies by country please contact your Cat marketing representative with

OTHER STANDARD EQUIPMENT

Mounts, cab, viscous
C-Frame, cylinders (VPAT) and lines
Ecology drains (engine oil, engine
coolant, powertrain case, hydraulic)
Engine enclosures, perforated, lockable
Extended service intervals (500 hrs
engine, 1000 hrs powertrain)
Front pull device
Grill, radiator, heavy duty
Ground level service center with remote

Electro-hydraulic implement steering controls
Footpads, dash
Glovebox
Lunchbox storage
Mirror, rear view
Seatbelt, retractable, 76mm (3 inch)
Wipers
Mounts, cab, viscous

questions or click on the link below: https://catdealer.com/certification and select Product Link Hardware Lookup Tool to check on hardware certification for specific country.

electrical disconnect and secondary shutdown switch Guards, hinged bottom Pitch link, adjustable (VPAT) Pressure taps, centralized & remote mounted Scheduled Oil Sampling (SOS) ports Rear access ladder Shovel holder Drawbar

Other Components

Description

D5 LGP VPAT TRACTOR

JOYSTICK, ARO/GRADE, VPAT

AIR FILTER, CAB

Provides an external and accessible cartridge with a cylindrical filter to prevent the cab from normal dust intrusions.

GRAB HANDLES, LGP, VPAT

Grab handle and rear ladder for LGP machine versions.

FUEL TANK, BASIC

FAN, STANDARD

RADIATOR, STANDARD

FINAL DRIVE, LGP, 85"

DRAWBAR

BULLDOZER PACKAGE, LGP, VPAT

INCLUDES:

Bulldozer 6VPAT, LGP (with C-Frame, 2 lift, 2 angle and 1 tilt cylinders)

Hydraulic lines with protection guards above the lift and angle cylinder lines

DUAL CONTROL PACKAGE

Operator control package for ripper or winch operations. Includes a dual axis joystick and hydraulic lines.

AIR CLEANER, STANDARD

UNDERCARRIAGE, LGP, HDXL TALL DBL FLANGE

For steep slopes that are 4:1 or greater

CONFIGURATION 17B, VPAT, HRC

Basic structure for a Variable Pitch Angle Tilt (VPAT) tractor.

STANDARD DUTY PACKAGE

Primary package for general earthmoving tasks. It contains standard fenders, upper cab hand rail and engine exhaust pipe.

FLOOR, CAB, PREMIUM

Includes adjustable footrests and a thick floor plate for noise reduction in the operators station.

COLD WEATHER, 110V, PACKAGE

RECOMMENDED in extreme cold ambient temperature environments, and for 110V voltage compliant countries.

INCLUDES:

- -Starter, Heavy Duty
- -Heater, Engine coolant, 110V
- -Ether starting aid
- -Two 12-Volt Batteries, 1400 CCA

DOZER CTL, ARO/GRADE, LGP VPAT

GUARD, BOTTOM, VPAT

Includes a standard bottom guard.

REGIONAL PACKAGE, CANADA, ISO

Includes warning decals, ISO.

HYDRAULIC OIL, STANDARD

SEAT, HEATED & VENTILATED

Comfort premium leather seat, Heated and ventilated. Side and back cushion bolsters. Air adjust upper and lower lumbar support.

LIGHT, UNDERHOOD

Light inside the left-hand engine compartment with on/off switch.

LIGHTS, 6, LED, VPAT

Six LED lights with 800 Lumen power each. Two mounted above the radiator grill, two mounted on cab facing forward, and two more mounted on cab facing rear. 12-light ready wired.

AIR CONDITIONING, QUICK DISC

Provides intermediate connections under the cab that can be quickly unplugged without the need to evacuate the refrigerant. This allows for easy "30-minute" cab removal for maintenance purposes.

BLADE, LGP, VPAT

160.6" wide, 5.2 cubic yd. / 4080MM wide, 4CUM.

532-9798 WASTE PACKAGE, SU

FINE GRADING CONFIGURATION

REAR CAMERA

Rear camera system to enhance operator visibility of surroundings and machine. The camera image is shown on primary display. Rearview camera shows in home screen and automatically switches to full screen when machine is placed in reverse gear. Camera image includes back up lines that show edge of machine tracks and distance reference. remains in standard mode until the machine is placed in reverse gear.

PREMIUM CORP RADIO (12V)

Premium 12V AM/FM radio with Bluetooth technology, USB port, and 3.5 mm AUX input.

LUBRICANT, STANDARD

Fluid package for mild climate

CAB, PREMIUM

Includes adjustable armrests, laminated safety glass, sliding side windows, and screen ready cab. Cab is Remote Control (RC) ready.

ASSIST W/ARO

Available for HRC regions only

Provides a 10" Touchscreen display and Glove box.

INCLUDES:

SLOPE INDICATE

BLADE LOAD MONITOR

STABLE BLADE

SLOPE ASSIST

STEER ASSIST

TRACTION CONTROL

AUTOCARRY

ATTACHMENT READY OPTION (ARO)

ENGINE

C7.1 Caterpillar diesel engine. EU Stage V, MLIT 2014 (Tier 4 Final)

EPA/ARB Tier 4 Final

GUARD GUIDING, LGP, PART, HDXL

CTWS & MSS RECEIVER, BLE

Includes Machine Security System BLE capability with TWS Tracks.

PROD LINK, PLE643/PLE743 RADIO

Product link radio package PLE643/PLE743 provides a cellular PL243 radio. When the radio is used in combination with a PLE602 network manager (to make a PLE643 system) or PLE702 network manager (to make a PLE743 system) hours, health, utilization, and productivity information is collected and transmitted. The system also provides support for remote services and other advanced features.

TRACK, 33", EXTREME SERVICE, LGP, HDXL,CTWS WINDSHIELD WASHER EMPTY PROTECTION, CYLINDER ROD FUEL ANTIFREEZE, -25C (-13F)

Provides fuel (diesel) antifreeze protection down to -25C (-13F)

SERIALIZED TECHNICAL MEDIA KIT

The technical media kit will include the Operations & Maintenance
Manual (OMM) and other media specified on the Factory Notification
List required to ship products from the manufacturing facility. Kit
may contain multiple Operation & Maintenance Manuals (OMM) based on
the final country of destination. Contents will vary.

Any additional media or translations not included in the kit, Should
be ordered through https://catpublications.com

ENGINE COOLANT, -35F

Price: (plus applicable taxes)

Sell Price (Ex Works Powassan Landfill Site) \$531,773.29
Extended Warranty As described below
Grand Total \$531,773.29

Warranty

Additional Considerations

- This quote is based on the current US to Cdn. Dollar exchange rate. Any fluctuation in this rate at the time
 of order will adjust the price up or down as required. Rates can also be locked with a firm order.
- All prices shown are taxes extra.
- Sales Price subject to Manufacturer Price Changes

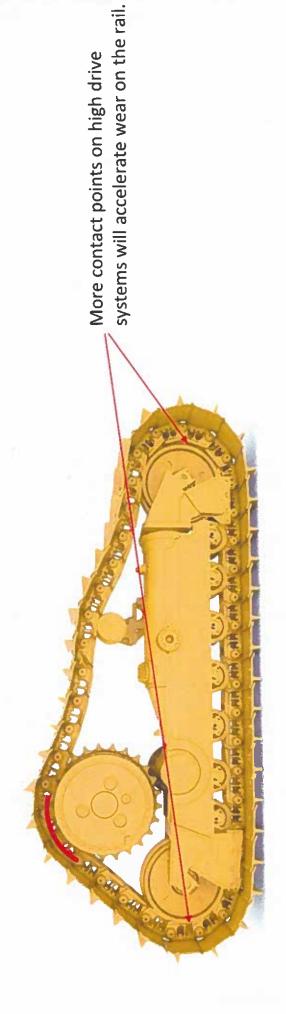
Thank you for the opportunity to quote. If there are any questions when reviewing the information, please contact me at 705-918-5073.

Sincerely,

Ivan Lachapelle,

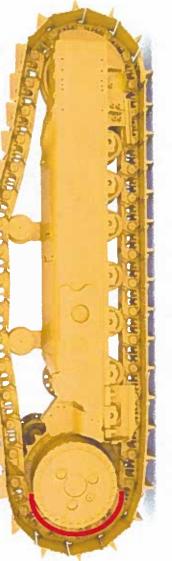
Territory Manager

^{***}Price includes all Toromont & CAT governmental / municipal discounts***



Greater number of contact points on the sprocket will accelerate bushing and sprocket wear on oval undercarriage.

Two carrier systems add additional contact points and accelerate rail wear.





Debris Resistant Features

A debris resistant cooling system helps reduce plugging, extend service life, and enhance productivity.

Recommended Options

Several recommended options complement the Waste Handling Arrangement to ensure peak performance. These range from landfill blades and front striker bars to specially designed track shoes and hydraulic rippers. Consult your dealer for further recommendations.

Differential Steering System

Differential Steering maintains power to both tracks while turning. Operator controls machine speed, direction and steering with the tiller bar controller, while maximizing production.

Operator Station

State-of-the-art operator station has reduced sound levels, lower cab vibrations and excellent visibility. The (optional) Caterpillar comfort series air suspension seat helps reduce operator fatigue. Cab and air conditioning are standard.

Undercarriage

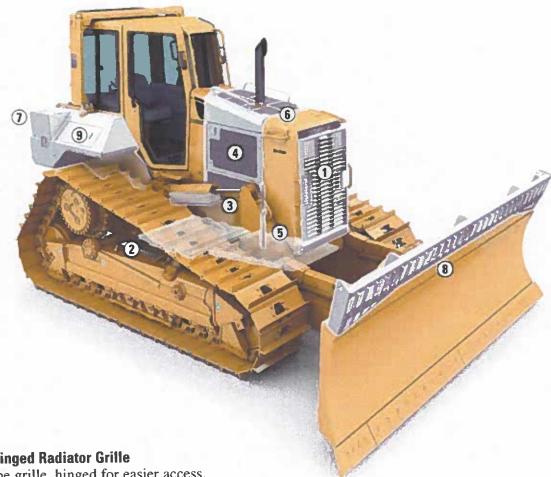
Elevated sprocket design isolates the final drives from ground induced impacts for excellent component life. The XL or the LGP configurations allow you to match the machine to your specific application.

Serviceability

The time between PM service intervals has increased allowing more up-time. All major components, filters, and lube points are easily accessible and modular in design. The EMS III machine monitoring system adds increased diagnostic capabilities.

Complete Customer Support

Your Cat dealer's investment in service begins with the fastest and most complete parts availability in the industry. The full range of exchange components and Caterpillar Remanufactured parts is aimed at saving you time and money, while carrying new-parts warranty.



1) Heavy-Duty Hinged Radiator Grille

Angled plate type grille, hinged for easier access. A lockable, hand-operated latch. The 45° angle of the bars diverts airflow up and away from the back of the dozer blade. The angling helps keep debris from damaging the radiator.

2) Heavy-Duty Bottom Guards

The Heavy-Duty Guards are a heavier construction for stronger protection. They prevent debris from damaging power train components and help keep debris out.

3) Lift Cylinder Lines Guards

Help protect the hydraulic tubes on the lift cylinders from damage.

4) Heavy-Duty Engine Enclosures

Perforations sized to enhance airflow while limiting debris entry. Front hinged for easy access.

Note: If Sound Suppression arrangement is ordered, the perforated doors are replaced with solid doors.

5) Debris Guards

Several debris guards are added to prevent damage to sheet metal panels from debris carried by the track.

6) Perforated Hood

Perforations sized to enhance airflow while limiting debris entry.

7) Heavy-Duty Hydraulic Tank Guard

A hinged cover to protect the filter housing and fill spout.

8) Trash Rack (optional - LGP version shown)

- Increase dozing capacity in trash applications.
- Helps prevent trash from spilling over the blade.
- Open design maximizes visibility. (viewing area to the front)

9) Heavy-Duty Battery Box and Sheet Metal

Thicker steel for more structural strength.

Trash Resistant Cooling System (required - not shown)

- Wider 6 fins/inch spacing.
- Allows longer run time between cleanouts.
- Easier to keep clean.



10) Heavy-Duty Fenders

- Twice as thick as standard fenders.
- Includes edge protection for sheet metal panels.
- Maintains serviceability.

11) Heavy-Duty Latches

On sheet metal access panels and engine enclosures.

12) Heavy-Duty Fuel Tank Guard

- 10 mm (0.375 in) thick steel for maximum strength.
- Includes fuel fill cap protection.
- · Adds additional stiffness to structures.

13) Final Drive Seal Guards

- Tightly fitted overlapping steel rings, pressed and welded to final drive hub and spindle.
- Helps keep damaging wire out of the final drive seal area.

14) Idler Seal Guards

Machined parts added to help prevent wrapping materials from damaging the idler seals.

15) Rear Striker Bar (optional)

- Rear striker bars incorporate a rigid drawbar and housing with large access doors for storage on machines not equipped with winch or ripper.
- Helps keep damaging debris from being carried by track to fender area.

16) Tilt Lines Guards (optional)

Additional guards added for bulldozer tilt lines.

17) Trapezoidal Hole Track Shoes (optional)

The trapezoidal hole track shoes reduce refuse packing within the track and chain.

18) Heavy-Duty Rear Guard (optional – not shown)

- 10 mm (0.375 in) thick steel for maximum protection.
- Lockable for vandalism protection



Mississauga Orillia Edmonton 2355 Cawthra Road, Mississauga, ON, L5A 2W7 47 Forest Plain Rd, Oro-Medonte, ON, L3V 0R4 10807 209 St. NW, Edmonton, AB, T5S 1Z7

DEVELON

CUSTOMER

Powassan

ACCEPTED BY: CUSTOMER NAME

DATE

17-Sep-24

ADDRESS

ADDRESS

QUOTE#

EES/2024/1010

CONTACT

Mr. Fred SALESPERSON
PHONE

Derek Griffiths 705-331-6326

PHONE EMAIL

EMAIL

derekg@elvaan.com

DATE

TYPE	QTY	MAKE, MODEL & DESCRIPTION	PRICING
NEW	1	Develon DD130-US20 LGP Track	\$ 239,406.84

ADDITIONAL MACHINE INFORMA	TION	SUBTOTAL	\$	239,406.84
Cash Price Offer		FREIGHT ADMIN FEES	\$	
		TOTAL	\$	239,406.84
		LESS: NET TRADE VALUE	\$	
		TOTAL AFTER TRADE	\$	239,406.84
MODEL: LES	ADE VALUE S: LIEN BALANCE T TRADE VALUE	PST (Alberta 0%) GST (Alberta = 5%) HST (Ontario 13%) TOTAL AFTER TAXES DOWNPAYMENT	\$ \$ \$	31,122.89 270,529.7 3
DESCRIPTION:		BALANCE OWING	\$	270,529.7
Payment Terms: Payment is due prior to d Trade In: Equipment is to be free a Warranty: 3 Years / 5000 hours stan	Oollars and is subject to currency exchange fluctuation			
DELIVERY:				

CUSTOMER SIGNATURE



Memo

File Recipient Company

224503-5 Fred Schmeltz The Municipality of Powassan

> Mark Martin The Municipality of Powassan

Date Purpose

October 11, 2024

Detailed Structural Investigation, Trout Creek Community Centre **Preliminary Findings**

Message

Preliminary **Findings**

Based on the findings of our recent review and subgrade investigation at the Trout Creek Community Centre, and preliminary analysis, the following is a summary of our concerns:

- There is a distinct mould/mildew smell in the lobby area. It is difficult to isolate the source of the smell.
- The interior columns around the rink are in direct contact with soil beneath the concrete slab-on-grade floor and have suffered significant localized decay as a result. Settlement of these posts due to the decay is evident.
- The retrofit, bolted steel plates at each interior column provide some support to supplement the capacity lost to decay, however they are not sufficient to support the full roof snow loading.
- The exterior wall columns at the perimeter of the rink are exposed to exterior grade/moisture at the exterior and have suffered varying levels of decay as a result.
- In the worst areas of exterior wall column decay, a section of the original posts has been replaced with pressure-treated blocking (we have no record of when this work was done).
- Most of the exterior canopy roof framing (i.e. at the northwest entrance and the west platform) is insufficient to support design snow loads.

The structure has reached the end of its useful life. This type of structure (below-grade wood framing, uninsulated) has a shorter expected lifespan than current construction practices. The decay has been occurring since before a regular assessment program was implemented in 2007 and will continue to worsen, increasing both maintenance costs and risk to building users.

Temporary Use

To maintain the structure in a safe state of repair for the long term would involve removal of all concrete surrounding the rink to access all interior and perimeter posts for concrete repair at the supporting piers and replacement of all wood posts. In our opinion, replacement of the facility is a more economical option in the long term.

We are aware that the Municipality intends to install the ice surface at the rink imminently. Our position moving forward is as follows:

Conduct a mould investigation in the lobby/building to ensure the space is safe for public use.





in the fields of Engineering and Geoscience in Ontario.



- The structure (with previously implemented retrofits) is sufficient to support the roof in its current state with no snow loading on the roof.
- Prior to any expectation of snow loading on the roof, we anticipate the following measures will be required (which will require design and oversight by a Professional Engineer):
 - Install additional support (i.e. intermediate posts) for the beams at the perimeter of the rink to alleviate the loading on deteriorated posts.
 - Follow a strict set of requirements to minimize the impact of snow loading, which may include removal of snow piling from the sides of the building, monitoring/removing snow buildup on the roof, etc.
 - Implement a monitoring program to proactively identify any additional movement or settlement at the affected framing to mitigate risk.
 - Remove or reinforce the insufficient canopy roof framing.

From

Madeleine Smith, B.Eng., M.A.Sc., P.Eng.



Ontario F Provincial p Police d

Police provinciale de l'Ontario



Municipal Policing Bureau Bureau des services policiers des municipalités

777 Memorial Ave. 777, avenue Memorial Orillia ON L3V 7V3 Orillia ON L3V 7V3

Tel: 705 329-6140 Tél. : 705 329-6140 Fax: 705 330-4191 Téléc.: 705 330-4191

File Reference: 612-20

October 4, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2025 Annual Billing Statement package.

This year's billing package includes a statement for the 2023 year-end reconciliation. The final cost adjustment calculated as a result of the 2023 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2025 calendar year.

The final reconciliation of the 2025 annual costs will be included in the 2027 Annual Billing Statement.

For more detailed information on the 2025 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in October/November. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Steve Ridout Superintendent Commander,

Municipal Policing Bureau

OPP 2025 Annual Billing Statement

Powassan M

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

		_	Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,523		
	Commercial and Industrial	99		
	Total Properties	1,622	189.44	307,265
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0954%	123.19	199,815
Overtime	(see notes)		15.74	25,524
Prisoner Transportation	(per property cost)		1.67	2,709
Accommodation/Cleaning Services	s (per property cost)	_	5.70	9,245
Total 2025 Estimated Cost		=	335.73	544,558
2023 Year-End Adjustment	(see summary)			27,541
Grand Total Billing for 2025				572,098
2025 Monthly Billing Amount				47,675

OPP 2025 Annual Billing Statement

Powassan M

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

6) Year-end Adjustment - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary Estimated Costs for the period January 1, 2025 to December 31, 2025

Base Services Cost per Property

Salaries and Benefits	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$	\$
Uniform Members Note 1						
Inspector	26.56	100.0	187,318	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander	8.60	100.0	156,717	1,347,770	1,347,770	-
Staff Sergeant	38.53	100.0	168,657	6,498,335	6,498,335	-
Sergeant	226.23	50.7	143,480	32,459,478	16,460,024	15,999,454
Constable	1,618.15	50.7	120,835	195,529,705	99,147,813	96,381,892
Part-Time Constable	. 11.97	50.7	91,572	1,096,112	555,839	540,272
Total Uniform Salaries	1,930.04			241,906,577	128,984,959	112,921,618
Statutory Holiday Payout			6,207	11,906,411	6,262,929	5,643,483
Shift Premiums			1,129	2,095,821	1,062,740	1,033,081
Uniform Benefits - Inspector			29.47%	1,466,114	1,466,114	-
Uniform Benefits - Full-Time Salaries			36.38%	85,791,541	44,909,750	40,881,790
Uniform Benefits - Part-Time Salaries			. 18.75%	205,571	104,245	101,326
Total Uniform Salaries & Benefits				343,372,035	182,790,737	160,581,298
Detachment Civilian Members Note 1						
Detachment Administrative Clerk	164.29	50.7	75,342	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk	3.41	50.7	69,798	238,011	120,750	117,260
Detachment Clerk - Typist	1.74	50.7	62,349	108,488	54,867	53,620
Court Officer - Administration	28.73	50.7	92,124	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator	0.89	50.7	73,240	65,184	32,958	32,226
Cadet	1.62	50.7	51,219	82,974	41,999	40,975
Total Detachment Civilian Salaries	. 200.68	-		15,519,324	7,869,568	7,649,757
Civilian Benefits - Full-Time Salaries			36.13%	5,606,608	2,843,009	2,763,599
Total Detachment Civilian Salaries & Benefits				21,125,933	10,712,577	10,413,355
Support Costs - Salaries and Benefits Note 2						
Communication Operators			6,682	12,896,527	6,782,230	6,114,297
Prisoner Guards			2,061	3,977,812	2,091,915	1,885,897
Operational Support			7,119	13,739,955	7,225,785	6,514,170
RHQ Municipal Support			3,208	6,191,568	3,256,120	2,935,448
Telephone Support			157	303,016	159,355	143,661
Office Automation Support			938	1,810,378	952,070	858,308
Mobile and Portable Radio Support			357	693,298	364,522	328,776
Total Support Staff Salaries and Benefits Costs				39,612,554	20,831,997	18,780,557
Total Salaries & Benefits				404,110,521	214,335,311	189,775,210
				10 1,220,022	,,	
, , ,						
Communication Centre			150	289,506	152,250	137,256
Operational Support			1,112	2,146,204	1,128,680	1,017,524
RHQ Municipal Support			360	694,814	365,400	329,414
Telephone			1,458	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance			168	326,258	171,540	154,718
Office Automation - Uniform			4,487	8,660,089	4,554,305	4,105,784
Office Automation - Civilian			1,154	231,585	116,485	115,100
Vehicle Usage			10,219	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment			1,073	2,070,933	1,089,095	981,838
Uniform & Equipment			2,360	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer			1,037	29,793	15,109	14,684
Total Other Direct Operating Expenses				41,569,403	21,854,744	19,714,660
Total 2025 Municipal Base Services and Calls f	or Service	Cost		\$ 445,679,925	\$ 236,190,055	\$ 209,489,870
Total OPP-Policed Municipal Properties					1,246,809	
					.,=,	

\$ 189.44

OPP 2025 Estimated Base Services and Calls for Service Cost Summary Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary

Powassan M

Estimated costs for the period January 1 to December 31, 2025

		Calls f	or Service	Count		2025	Total	% of Total	2025
Calls for Service Billing Workgroups	2020	2021	2022	2023	Four Year Average	Average Time	Weighted Time	Provincial Weighted	Estimated Calls for
						Standard		Time	Service Cost
					Α	В	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	0	1	2	0	1	5.9	4	0.0002%	509
Drugs	1	1	0	1	1	88.1	66	0.0036%	7,601
Operational	179	189	155	150	168	3.9	656	0.0360%	75,478
Operational 2	44	61	47	49	50	1.7	85	0.0047%	9,826
Other Criminal Code Violations	13	9	20	11	13	7.1	94	0.0052%	10,821
Property Crime Violations	54	49	42	39	46	6.2	285	0.0157%	32,806
Statutes & Acts	24	59	29	39	38	3.5	132	0.0073%	15,198
Traffic	21	30	38	27	29	3.8	110	0.0061%	12,676
Violent Criminal Code	14	18	21	29	21	14.8	303	0.0167%	34,899
Municipal Totals	350	417	354	345	367		1,737	0.0954%	\$199,815

Provincial Totals (Note 4)

		Calls 1	for Service	Count		2025	Total	% of Total	2025
Calls for Service Billing Workgroups	2020	2021	2022	2023	Four Year Average	Average Time Standard	Weighted Time	Provincial Weighted Time	Estimated Calls for Service Cost
	•	•	•		Α	В	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

		Calls for Se	rvice Coun	Four Year	
Calls for Service Billing Workgroups	2020	2021	2022	2023	Average
				1	
Grand Total	350	417	354	345	366.50
Drug Possession	0	1	2	0	0.75
Drug Related Occurrence	0	0	2	0	0.50
Possession - Methamphetamine (Crystal Meth)	0	1	0	0	0.25
Drugs	1	1	0	1	0.75
Cultivate/Propagate/Harvest cannabis by adult	0	1	0	0	0.25
Trafficking – Opioid (other than heroin)	1	0	0	0	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	0	0	1	0.25
Operational	179	189	155	150	168.25
Animal - Bite	0	2	0	0	0.50
Animal - Dog Owners Liability Act	0	2	0	1	0.75
Animal - Injured	1	0	5	2	2.00
Animal - Left in Vehicle	1	4	0	0	1.25
Animal - Master Code	0	1	0	0	0.25
Animal - Other	0	1	1	1	0.75
Animal - Stray	3	2	2	2	2.25
Assist Fire Department	1	0	0	1	0.50
Assist Public	9	28	20	23	20.00
Bomb Threat	0	0	0	1	0.25
Compassionate Message	1	0	0	0	0.25
Distressed / Overdue Motorist	0	1	0	0	0.25
Domestic Disturbance	39	26	29	24	29.50
Family Dispute	13	15	10	8	11.50
Fire - Building	2	2	1	0	1.25
Fire - Other	0	2	0	2	1.00
Fire - Vehicle	2	1	1	1	1.25
Firearms (Discharge) By-Law	1	0	0	0	0.25
Found - Household Property	0	1	0	0	0.25
Found - Machinery & Tools	0	1	0	0	0.25
Found - Others	0	2	0	0	0.50
Found - Personal Accessories	1	0	0	0	0.25
Found Property - Master Code	6	8	6	4	6.00
Insecure Condition - Building	1	1	0	0	0.50
Insecure Condition - Master Code	2	3	0	0	1.25
Lost - Accessible Parking Permit	0	0	1	0	0.25
Lost - License Plate	1	1	0	1	0.75
Lost - Others	0	0	2	4	1.50
Lost - Personal Accessories	0	1	1	3	1.25
Lost Property - Master Code	3	1	2	2	2.00
Medical Assistance - Other	0	0	1	0	0.25
Missing Person - Master Code	1	1	2	0	1.00
Missing Person 12 & older	2	0	0	1	0.75
Missing Person Located 12 & older	6	1	1	1	2.25
Neighbour Dispute	10	10	15	16	12.75
Noise Complaint - Animal	2	0	1	0	0.75

OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

Calle for Comice Billion Westerness		Calls for Service Count				
Calls for Service Billing Workgroups	2020	2021	2022	2023	Average	
	_					
Noise Complaint - Master Code	18	8	10	4	10.00	
Noise Complaint - Others	1	1	1	0	0.75	
Phone - Nuisance - No Charges Laid	4	2	1	0	1.75	
Phone - Other - No Charges Laid	0	0	1	1	0.50	
Sudden Death - Apparent Overdose/Overdose	0	0	0	1	0.25	
Sudden Death - Drowning	0	1	0	0	0.25	
Sudden Death - Natural Causes	5	8	8	1	5.50	
Sudden Death - Others	0	1	0	1	0.50	
Sudden Death - Suicide	1	0	0	0	0.25	
Suspicious Person	23	24	10	28	21.25	
Suspicious vehicle	10	14	13	5	10.50	
Text- related Incident (Texting)	0	0	0	1	0.25	
Trouble with Youth	5	3	2	3	3.25	
Unwanted Persons	3	5	8	6	5.50	
Vehicle Recovered - Automobile	1	1	0	1	0.75	
Vehicle Recovered - Snow Vehicles	0	1	0	0	0.25	
Vehicle Recovered - Trucks	0	2	0	0	0.50	
Operational 2	44	61	47	49	50.25	
911 call - Dropped Cell	5	13	6	7	7.75	
911 call / 911 hang up	21	18	20	2	15.25	
False Alarm - Cancelled	3	0	0	1	1.00	
False Alarm - Others	8	13	15	20	14.00	
False Holdup Alarm - Accidental Trip	0	2	3	1	1.50	
Keep the Peace	7	15	3	18	10.75	
Other Criminal Code Violations	13	9	20	11	13.25	
Bail Violations - Breach of Recognizance	0	1	2	0	0.75	
Bail Violations - Fail To Comply	5	3	7	4	4.75	
Bail Violations - Others	0	0	2	0	0.50	
Breach of Probation	1	0	4	2	1.75	
Child Pornography - Making or distributing	0	0	0	1	0.25	
Child Pornography - Possess child pornography	0	0	0	1	0.25	
Disturb the Peace	0	1	0	1	0.50	
Indecent acts - Master Code	1	1	3	0	1.25	
Indecent acts - Other	1	1	0	0	0.50	
Offensive Weapons - Careless use of firearms	1	0	0	2	0.75	
Offensive Weapons - Other Weapons Offences	0	0	1	0	0.25	
Offensive Weapons - Possession of Weapons	1	0	0	0	0.25	
Possess Firearm while prohibited	0	1	0	0	0.25	
Trespass at Night	3	1	1	0	1.25	
Property Crime Violations	54	49	42	39	46.00	
Arson - Building	1	0	0	0	0.25	
Break & Enter	7	4	2	3	4.00	
Fraud - False Pretence Under \$5,000	0	0	0	1	0.25	
Fraud - Forgery & Uttering	0	0	0	2	0.50	
Fraud - Fraud through mails	2	0	0	1	0.75	

OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

Calle for Comice Billing Medianous	Calls for Service Count		Four Year		
Calls for Service Billing Workgroups	2020	2021	2022	2023	Average
Fraud - Master Code	0	0	3	5	2.00
Fraud - Money/property/security Over \$5,000	2	0	1	1	1.00
Fraud - Money/property/security Under \$5,000	4	4	5	3	4.00
Fraud - Other	5	3	7	2	4.25
Fraud - Steal/Forge/Poss./Use Credit Card	0	4	0	2	1.50
Identity Fraud	0	0	1	0	0.25
Mischief	3	7	7	2	4.75
Possession of Stolen Goods over \$5,000	0	0	1	0	0.25
Possession of Stolen Goods under \$5,000	0	1	0	0	0.25
Property Damage	3	0	0	1	1.00
Theft Over - Master Code	0	0	1	0	0.25
Theft from Motor Vehicles Under \$5,000	6	7	1	1	3.75
Theft of - All Terrain Vehicles	1	0	0	2	0.75
Theft of - Automobile	1	0	1	0	0.50
Theft of - Motorcycles	0	2	0	0	0.50
Theft of - Trucks	1	0	0	0	0.25
Theft of Motor Vehicle	1	2	0	2	1.25
Theft Over \$,5000 - Construction Site	0	0	0	1	0.25
Theft Over \$5,000 - Other Theft	1	0	0	0	0.25
Theft Over \$5,000 - Trailers	1	0	1	0	0.50
Theft Under \$5,000 - Bicycles	0	1	2	1	1.00
Theft Under \$5,000 - Construction Site	1	1	0	0	0.50
Theft Under \$5,000 - Gasoline Drive-off	1	1	0	1	0.75
Theft Under \$5,000 - Master Code	3	3	1	1	2.00
Theft Under \$5,000 - Other Theft	5	9	5	6	6.25
Theft Under \$5,000 - Trailers	4	0	0	0	1.00
Theft Under \$5,000 Shoplifting	0	0	2	1	0.75
Trafficking in Stolen Goods over \$5,000	1	0	0	0	0.25
Unlawful in a dwelling house	0	0	1	0	0.25
Statutes & Acts	24	59	29	39	37.75
Landlord / Tenant	8	21	7	8	11.00
Mental Health Act	2	5	4	8	4.75
Mental Health Act - Apprehension	0	1	3	7	2.75
Mental Health Act - Attempt Suicide	1	0	4	1	1.50
Mental Health Act - No contact with Police	0	1	2	1	1.00
Mental Health Act - Placed on Form	1	1	0	0	0.50
Mental Health Act - Threat of Suicide	2	3	1	3	2.25
Mental Health Act - Voluntary Transport	2	0	0	2	1.00
Trespass To Property Act	8	27	8	9	13.00
Traffic	21	30	38	27	29.00
MVC - Others (Motor Vehicle Collision)	0	1	0	0	0.25
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Personal Injury (Motor Vehicle Collision)	2	4	1	1	2.00
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	1	0	0	1	0.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	11	9	13	10	10.75

OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups		Calls for Service Count			
Calls for Service Billing Workgroups	2020	2021	2022	2023	Average
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	7	16	21	14	14.50
MVC (Motor Vehicle Collision) - Master Code	0	0	3	0	0.75
Violent Criminal Code	14	18	21	29	20.50
Assault - Level 1	2	6	13	9	7.50
Assault With Weapon or Causing Bodily Harm - Level 2	1	0	0	4	1.25
Criminal Harassment	4	4	0	4	3.00
Forcible confinement	0	0	0	1	0.25
Indecent / Harassing Communications	2	0	0	0	0.50
Other Assaults / Admin Noxious thing	1	0	0	0	0.25
Sexual Assault	0	2	3	3	2.00
Sexual Interference	1	0	1	0	0.50
Using firearm (or imitation) in commission of offence	0	0	1	0	0.25
Utter Threats to Person	3	6	3	8	5.00

OPP 2023 Reconciled Year-End Summary

Powassan M

Reconciled cost for the period January 1 to December 31, 2023

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts	_			
	Household	1,499			
	Commercial and Industrial	105			
	Total Properties	1,604	174.11	279,280	265,722
Calls for Service					
	Total all municipalities	187,830,598			
	Municipal portion	0.0966%	113.13	181,462	172,522
Overtime			16.13	25,878	21,587
Prisoner Transportation	(per property cost)		1.45	2,326	1,877
Accommodation/Cleaning Services	(per property cost)	_	5.06	8,116	7,811
Total 2023 Costs		=	309.89	497,062	469,519
2023 Billed Amount				469,521	
2023 Year-End-Adjustment				27,541	

Notes

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2025.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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Ontario	Community	['] Infrastructure	Fund ((OCIF)

Allocation Notice

Ministry of Infrastructure

The Corporation of the Municipality of Powassan

September 2024

Disponible en français

Overview

2025 OCIF Funding

The amount of Funds the municipality named on this Allocation Notice is eligible to receive under the Agreement in the 2025 Funding Year is as follows:

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms and detailed instructions on how to access these forms will be provided closer to each reporting timeline.

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient's plan to utilize funding.

Data Sources

- Core infrastructure: Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template though the CRV data collection process, CRVs used for 2025 OCIF were capped at 200% of their MOI FIR-based estimates and limited to 60% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 40% of MOI's FIR-based estimates.
- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

Weighted property assessment: Measures the size of the municipality's tax base.
 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

 Median household income: Statistics Canada's measure of median income for all private households in 2020. Below are the key data source values used to calculate your 2025 allocation:

	The Corporation of the Municipality of Powassan			
	Inputs			
а	Core infrastructure CRV estimate	\$102,995,578		
b	Adjusted core infrastructure	\$102,995,578		
С	Weighted property assessment	\$357,769,237		
d	Number of households	1,513		
е	Median household income	\$79,500		
Ind 1*	Indicator 1 (h ÷ i)	-0.0670		
f	Indicator 1 – Raw (b ÷ c)	0.2879		
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.3071 g2: Lowest: 0.0206 g3: Highest: 1.5097		
h	Difference between Indicator value and Median (f – g1)	-0.0192		
i	Difference between the Median and the Minimum Value (g1 - g2) 1	0.2865		
Ind 2*	Indicator 2 (I ÷ m)	-0.2769		
j	Indicator 2 – Raw (b ÷ d ÷ e)	0.8563		
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 1.1538 k2: Lowest: 0.0794 k3: Highest: 4.3485		
1	Difference between Indicator value and Median (j – k1)	-0.2975		
m	Difference between the Median and the Minimum Value (k1-k2) ²	1.0744		
Ind	Infrastructure Index (Ind1+Ind2)/2	-0.1720		
n	Median of Infrastructure Indices of all eligible municipalities	-0.0416		
0	Percentage points away from the Median	-13.04		
р	Core infrastructure multiplier (per \$100,000 of core infrastructure) \$173.143 - \$24 x (n - Ind) ÷ 10% ³	\$141.86		
q	Median core infrastructure multiplier	\$173.143		
	2024 OCIF Allocation	\$109,331		
	2025 OCIF Allocation Maximum of (p x a ÷ \$100,000) or \$100,000, up to \$10 million, limited to ±15% variance from 2024 grant**	\$125,731		

^{**}Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.

Please Note: Due to rounding, some calculations may vary from the results shown.

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.

^{*}The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is below the median, the difference between the median and the lowest value is calculated (g1-g2)

Note 2: Since the indicator is below the median, the difference between the median and the lowest value is calculated (k1-k2)

Note 3: Since the index is below the median, the funding multiplier per \$100,000 of core infrastructure is less than \$173.143

Ontario Police
Provincial provinciale
Police de l'Ontario



Municipal Policing Bureau Bureau des services policiers des municipalités

777 Memorial Ave. 777, avenue Memorial Orillia ON L3V 7V3 Orillia ON L3V 7V3

Tel: 705 329-6200 Tel. : 705 329-6200 Fax: 705 330-4191 Telec.: 705 330-4191

File Reference:600

The Corporation of The Municipality of Powassan 250 Clark Street, P.O. Box 250 Powassan, Ontario P0H 1Z0 October 2, 2024

Dear Sir / Madam

This letter is a follow up to our August 2023 correspondence sent to advise of upcoming changes to the Primary Public Safety Answering Point (P-PSAP) service agreement with the Ontario Provincial Police (OPP) to align with the requirements of Next Generation 9-1-1 (NG9-1-1) services. The P-PSAP service is a necessary requirement of providing 9-1-1 to the public as it is the first point of contact when dialing 9-1-1; operators determine whether the caller requires police, fire or ambulance service before routing to the call to the appropriate agency. The new OPP P-PSAP agreement has been developed and is attached to this letter.

At this time, the rate for this service will remain at \$0.561 / capita / annum. Accordingly, the annual cost of the service to The Corporation of the Municipality Powassan in 2025 will be 0.561*3346 based on a residential population served of 3346.

While we encourage you to review the new agreement in its entirety, a summary of significant updates to the agreement include:

	Previous Agreement(s)	New Agreement
Terminology	Central Emergency Reporting Bureau (CERB)	P-PSAP
	Public Emergency Reporting Service (PERS)	NG 9-1-1
Termination	90-day notice period	180-day notice period
Term length	2 (two) & 5 (five) year, renewable by written	Rolling term
	notice	

To proceed with services under the new agreement, the OPP will require the attached agreement to be signed by the appropriate party, be accompanied by a by-law or band council resolution, and returned to the OPP by December 1, 2024.

Agreements will be effective as of January 1, 2025, and changes to billing based on population updates will be reflected in the annual billing issued in January 2025.

I have attached a P-PSAP information package for your reference. Please notify us at the soonest opportunity if you have any questions, or if you wish to discontinue the P-PASP service from the OPP. Note that the OPP is one of multiple providers of P-PSAP service to choose from, and that a P-PSAP service must be in place for members of your community to continue to be able to access 9-1-1. If you have any questions regarding the service, changes to the agreement, or billing please contact ppsap@opp.ca.

Kind Regards,

Superintendent Steve Ridout

That Hand

Commander, Municipal Policing Bureau

Attachments P-PSAP Agreement

P-PSAP Information Package



AGREEMENT FOR THE PROVISION OF

PRIMARY PUBLIC SAFETY ANSWERING POINT (PSAP) SERVICES

AGREEMENT FOR THE PROVISION OF PRIMARY PSAP SERVICES EFFECTIVE AS OF JANUARY 1, 2025

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the ONTARIO PROVINCIAL POLICE

("OPP")

OF THE FIRST PART AND:

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN (the "9-1-1 Authority")

OF THE SECOND PART

RECITALS:

- (a) WHEREAS Bell Canada has entered into agreements with the 9-1-1 Authority to provide the 9-1-1 Authority with a 9-1-1 Public Emergency Reporting Service (PERS), and which authorizes the 9-1-1 Authority to deliver 9-1-1 services using NG 9-1-1 technology;
- **(b) AND WHEREAS** it is the obligation of the 9-1-1 Authority under its agreement with Bell Canada to ensure that a Primary Public Safety Answering Point serves the territory in which the 9-1-1 Authority operates;
- (c) AND WHEREAS the 9-1-1 Authority is permitted under its agreement with Bell Canada to contract with a third party for the management and operation of the Primary Public Safety Answering Point;
- (d) AND WHEREAS the 9-1-1 Authority wishes to contract with the OPP for the management and operation of the Primary Public Safety Answering Point, which is or is expected during the term of this Agreement to transition from being delivered by PERS to being delivered using NG 9-1-1 technology;
- **(e) AND WHEREAS** the 9-1-1 Authority confirms its adherence to this Agreement by executing it, as provided for herein, and providing the OPP with a certified copy of the resolution or by-law authorizing it entering into this Agreement;

NOW THEREFORE, in consideration of the promises and covenants herein, the Parties agree as follows:

1 The Parties warrant that the recitals are true.

2 DEFINITIONS AND INTERPRETATION

- 2.1 In this Agreement:
- **"9-1-1 Call"** means a request for public safety assistance signaled by a 9-1-1 caller using a device and communications service supporting 9-1-1 contact, regardless of the media (e.g., voice, video, text, other) used to make that request; "9-1-1 Caller" means the end user contacting 9-1-1.
- "Agreement" means this agreement and Schedule "A", which is attached to, and forms part of this Agreement.
- "ALI" means an Automatic Location Identification, which consists of a database feature that displays, to the Primary and Secondary PSAP, address and location data with respect to a source from which the 9-1-1 call originates.
- "ANI" means an Automatic Number Identification, which consists of a database feature that displays the telephone number of the primary exchange service that originates the 9-1-1 call to the Primary PSAP.
- "Call Control" means a feature that allows the 9-1-1 call taker at the Primary PSAP to maintain control of

the line upon which the 9-1-1 call was made regardless of calling party action.

"ESZ" means Emergency Services Zone, which is a geographic area served by a Secondary PSAP in the territory of the 9-1-1 Authority.

"GIS" means "Geographic Information System", a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced.

"NG9-1-1" means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (1) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response.

"Party" means the OPP or the 9-1-1 Authority, and "Parties" shall mean both of them.

"PERS" means "Public Emergency Reporting Service" which is a telecommunications service provided by Bell for the delivery of 9-1-1 calls.

"PSAP" means "Public Safety Answering Point" which is the entity responsible for receiving 9-1-1 calls and processing those 9-1-1 calls according to a specific operational policy.

"Primary PSAP" means the Primary Public Safety Answering Point serving the 9-1-1 Authority and located at the OPP Provincial Communications Centre (PCC), which is the first point of reception by the OPP of 9-1-1 calls.

"Secondary PSAP" means the communication center of a fire, police or ambulance agency, within an ESZ, to which 9-1-1 calls are transferred from the Primary PSAP, and for which the Secondary PSAP is then responsible for taking appropriate action.

"Selective Routing and Transfer" means a feature that automatically routes a 9-1-1 call to the appropriate Primary or Secondary PSAP based upon the ALI and ANI of the telephone line from which the 9-1-1 call originates.

- 2.2 **Severability** If any term of this Agreement shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.
- 2.3 Section Headings The section headings contained herein are for purposes of convenience only and

shall not be deemed to constitute a part of this Agreement or affect the meaning or interpretation of this Agreement in any way.

- 2.4 **Entire Agreement** This Agreement constitutes the entire agreement of the Parties, with respect to the provision and operation of services as defined hereunder and supersedes any previous agreement whether written or verbal. In the event of a conflict or inconsistency between this Agreement and a tender document such as request for proposals issued by the 9-1-1 Authority for the provision of services as described hereunder or the proposal that the OPP submitted in response to the tender document, this Agreement shall prevail to the extent of the conflict or inconsistency.
- 2.5 **Amendments** Any amendments to this Agreement shall be in writing and shall not take effect until approved in writing by both Parties. Either party may make changes to this Agreement with the consent of the other party by appending an amendment signed and dated by both parties reflecting the changes.

3 NOTICES

3.1 **Notice** - Any notice required pursuant to this Agreement shall be in writing by mail or by electronic mail to the following addresses:

To the 9-1-1 Authority

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN 250 Clark Street South, P.O. Box 250 Powassan, ON P0H 1Z0

Email: clerk@powassan.net

To the Ontario Provincial Police

Attention: Municipal Policing Bureau

OPP General Headquarters 777 Memorial Avenue Orillia ON L3V 7V3

Email: OPP.MunicipalPolicing@opp.ca

Or to such other addresses either of the Parties may indicate in writing to the other. Any notice given in accordance with this Agreement shall be deemed to have been received upon delivery, if delivered by mail or by email, five (5) days after sending.

3.2 **Notices in Writing** - All notices required under this Agreement shall be in writing.

4 RATES AND METHOD OF PAYMENT

- 4.1 The 9-1-1 Authority shall pay the OPP for providing and operating the Primary PSAP as follows:
 - (a) **Amount of Annual Rate** The 9-1-1 Authority shall be charged and shall be required to pay an annual rate of \$1877.11 based on the residential population served in the geographic territory of the 9-1-1 Authority of 3346 at a per capita cost of \$0.561.
 - (b) Review of Annual Rate The annual rate specified in clause (a) shall be reviewed at the end of every calendar year and may be revised by the OPP based on changes to the residential population or changes to costs of labour and equipment. In the event that the residential population of the geographic territory of the 9-1-1 Authority increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the 9-1-1 Authority shall pay the revised annual rate. The OPP shall determine the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.
 - (c) **Invoices** The first invoice shall be issued immediately to the 9-1-1 Authority upon the start of the Agreement. The 9-1-1 Authority shall subsequently be invoiced annually at the beginning of each calendar year, and the invoice shall cover the time period for the subsequent calendar year, or portion thereof that this Agreement is in effect.
 - (d) **Payments** Payments invoiced under this Agreement shall be made payable to the Minister of Finance, and payment shall be due no later than thirty (30) days following receipt of the invoice. Any payments which have become due and owing after this time period, in whole or in part, shall bear interest at the rate set by the Minister of Finance from time to time.

5 RESPONSIBILITIES OF THE OPP

The OPP shall manage and operate the Primary PSAP and:

- Personnel Staff the Primary PSAP to answer and transfer 9-1-1 calls to the appropriate Secondary PSAP at a level appropriate with the 9-1-1 call volume in the geographic territory of the 9-1-1 Authority.
- 5.2 **Equipment** Provide, in its operation of the Primary PSAP, terminal equipment which permits the utilization of features provided by Bell Canada to the 9-1-1 Authority consisting of ALI, ANI, Selective Routing and Transfer and Call Control features, as well as equipment to communicate with

- deaf, hard of hearing, and speech impaired callers.
- 5.3 **Hours** Operate the Primary PSAP twenty-four (24) hours a day, seven (7) days a week.
- 5.4 **9-1-1 Call Response** Answer and transfer all 9-1-1 calls received by the Primary PSAP and associated ANI/ALI information, to a designated Secondary PSAP within the proper ESZ, as deemed appropriate by Primary PSAP personnel. This shall include maintaining control of the line upon which each 9-1-1 call is received until the 9-1-1 call is confirmed as being transferred to the appropriate Secondary PSAP or until the 9-1-1 call is terminated.
- 5.5 **Record Retention** Retain digital voice records of all 9-1-1 calls received at the Primary PSAP, in accordance with OPP policy, and ANI/ALI data for one hundred eighty (180) days from the date such records are created. The OPP is prepared to provide to authorized personnel, certified copies of audio recordings, as it directly pertains to the Primary PSAP for the purposes of civil litigation and/or criminal proceedings provided the request is received no later than five (5) days prior to the end of the retention period of the recordings or records. The OPP shall retain the original recordings or records until the conclusion of any civil or criminal proceedings to which such records relate.
- 5.6 **Backup Primary PSAP** Provide an operational backup Primary PSAP to which 9-1-1 calls shall be transferred at the discretion of the OPP or Bell Canada in the event that the usual Primary PSAP is unable to receive the 9-1-1 calls.
- 5.7 **Non-English Callers** Make reasonable efforts to respond to 9-1-1 calls from non-English callers, subject to the OPP's ability to access the services of a third-party provider. The OPP does not warrant that it shall be able to provide services to non-English callers, or that it shall be able to access such services from a third-party provider.
- 5.8 **Reports** Upon request from the 9-1-1 Authority, or as determined by the OPP in consultation with the 9-1-1 Authority, the OPP shall provide reports which show the overall efficiency of the Primary PSAP in answering 9-1-1 calls, including the volume of 9-1-1 calls.

6 RESPONSIBILITIES OF THE 9-1-1 AUTHORITY

The 9-1-1 Authority shall:

- 6.1 **Payment** Be responsible for the amount of payment, in the manner, and within the timelines set out in Article 4.0 herein.
- 6.2 **Designate Secondary PSAPs** Designate Secondary PSAPs that are not OPP Detachments for each and every ESZ in the geographic territory of the 9-1-1 Authority to which the Primary PSAP shall answer and transfer a 9-1-1 call, and co-ordinate the participation of all such Secondary PSAPs in the manner required by this Agreement.

- 6.3 **Warranty** Warrant and represent that each Secondary PSAP serving the 9-1-1 Authority is operative twenty-four (24) hours a day, seven (7) days a week, and shall answer and respond to all 9-1-1 calls directed to it from the Primary PSAP.
- 6.4 **Changes** Notify the OPP in writing immediately upon becoming aware of any changes, including but not limited to changes to NG9-1-1 or any technology in use that shall affect or is likely to affect the services the OPP provides under this Agreement, or of any changes to, or the termination or expiry of any Agreement between the Municipality and Bell Canada related to the services provided hereunder.
- 6.5 **GIS Data Responsibility** The 9-1-1 Authority shall be solely responsible for GIS data it has provided. The OPP is not responsible for aggregating, creating, maintaining, or updating GIS data on behalf of the Municipality.

7 <u>LIMITATION OF LIABILITY</u>

- 7.1 **Limitation of Liability** Notwithstanding any other provision in this Agreement, the OPP shall not be responsible or liable for any injury, death or property damage to the 9-1-1 Authority, its employees, subcontractors or agents, or for any claim by any third party against the 9-1-1 Authority, its employees, subcontractors or agents arising from:
 - (a) **External Information** The accuracy or completeness, or lack thereof, of any information the OPP receives from the 9-1-1 Authority, Bell Canada or any other third party, which the OPP relies on in providing services under this Agreement.
 - (b) **Equipment and Services** Equipment or services provided by any other party (including the failure of any other party to provide equipment or services) which the OPP uses and relies on to provide services under this Agreement including but not limited to:
 - (i) Equipment or services required to transfer services provided under this Agreement from any other party to the OPP,
 - (ii) Services provided to non-English speakers who place 9-1-1 calls,
 - (iii) Services provided by Bell Canada to the 9-1-1 Authority including under PERS or NG9-1-1 and,
 - (iv) Services provided by Secondary PSAPs, which are not part of the OPP.
 - (c) **Call Volumes** The inability of the OPP to respond to 9-1-1 calls due to call volume that exceeds the capacity of the Primary PSAP, including the equipment and personnel who work at the Primary PSAP.

7.2 **Survival** - Section 7.1 shall survive the termination or expiry of this Agreement.

8 <u>COMPLIANCE WITH LAWS AND CONFIDENTIALITY</u>

- 8.1 **Compliance with Laws** Both Parties agree to comply with all applicable laws in effect in the Province of Ontario in performing their respective obligations and duties under this Agreement.
- 8.2 **Confidential Information** Both Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Agreement, neither Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Agreement, any confidential information belonging to the other Party, unless the other Party has provided its written consent. Both Parties further agree that when this Agreement terminates or expires, they shall return all confidential information belonging to the other Party.

9 <u>DISPUTE RESOLUTION</u>

- 9.1 **Dispute Resolution** Subject to Article 10.0 herein, if any dispute arises between the OPP and the 9-1-1 Authority as to their respective rights and obligations under this Agreement, the Parties may use the following dispute resolution mechanism to resolve such disputes:
 - (a) The Unit Commander of the Primary PSAP and a representative of the 9-1-1 Authority herein shall attempt to settle the dispute within fifteen (15) business days of the dispute arising;
 - (b) If the Unit Commander of the Primary PSAP and the representative of the 9-1-1 Authority are unable to settle the dispute within fifteen (15) business days of the dispute arising, they shall refer the dispute to the Director. The Director and the representative 9-1-1 Authority shall attempt to resolve the dispute within fifteen (15) business days;
 - (c) If the Parties are still unable to resolve the dispute, the Commissioner or the Deputy Commissioner of the OPP and representative of the 9-1-1 Authority agrees to attempt to resolve the dispute within fifteen (15) business days; and,
 - (d) If the Parties are still unable to resolve the dispute, each may, with the agreement of the other Party, refer the dispute to arbitration in accordance with the Arbitration Act, 1991, as amended.

10 TERM, TERMINATION AND RENEWAL

- 10.1 **Term** This Agreement shall come into effect on the date first written above and shall remain in force, subject to either party terminating the agreement as specified in this section.
- 10.2 **Termination** Either Party to this Agreement may terminate this Agreement without cause and

without incurring any liability upon providing one hundred eighty (180) days written notice of termination to the other Party, in which case this Agreement shall terminate one hundred eighty (180) days following the delivery of such notice. Should a notice to terminate be given, the 9-1-1 Authority shall continue to be obligated to pay for the cost of the services described in this Agreement up to and including the date of such termination and the OPP shall continue to be responsible to provide the services described in this Agreement up to and including the date of such termination.

10.3 **Immediate Termination** - Either Party may terminate this Agreement immediately without incurring any liability if Bell Canada withdraws offering PERS or any successor technology such as NG9-1-1 to the 9-1-1 Authority or if the Agreement between Bell Canada and the 9-1-1 Authority for the provision of PERS or any successor technology such as NG9-1-1 is terminated or is expired and not renewed.

11 **GENERAL**

- 11.1 **No Waiver** The failure of a Party to this Agreement to enforce at any time any of the provisions of this Agreement or any of its rights in respect thereto or to insist upon strict adherence to any term of this Agreement shall not be considered to be a waiver of such provision, right or term or in any way to affect the validity of this Agreement.
- 11.2 **Waiver in Writing** Any waiver by any Party hereto of the performance of any of the provisions of this Agreement shall be effective only if in writing and signed by a duly authorized representative of such Party.
- 11.3 **No Prejudice** The exercise by any Party to this Agreement of any right provided by this Agreement shall not preclude or prejudice such Party from exercising any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.
- 11.4 **Restructuring** The 9-1-1 Authority shall notify, and consult with the OPP before the 9-1-1 Authority's boundaries are altered, the 9-1-1 Authority is amalgamated with another 9-1-1 Authority, the 9-1-1 Authority is dissolved or the legal status of the 9-1-1 Authority is subject to other substantive changes.
- 11.5 **Relations** The Agreement shall not create nor shall it be interpreted as creating any association, partnership, employment relationship or any agency relationship between the Parties.
- 11.6 **Media** Both Parties agree that they shall not at any time directly or indirectly communicate with the media in relation to this Agreement unless they first notify the other Party in writing.
- 11.7 **Promotion** Neither Party shall publicize or issue any publications related to this Agreement unless they first notify the other Party in writing.

- 11.8 **Assignment** Neither Party shall assign this Agreement or any portion thereof without the prior written consent of the other, which consent may not be arbitrarily withheld.
- 11.9 **Force Majeure** Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.

IN WITNESS WHEREOF, the **9-1-1 Authority** has affixed its Corporate Seal attested by the signature of its duly authorized signing officer(s), and the Provincial Commander of the OPP has personally signed this Agreement to be effective as of the date set out herein.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SIGNATURE	
Print Name & Title	
Date:day of, 20_	_
Ontario Provincial Police (OPP)	
,	
Provincial Commander	
Print Name	
Date:day of, 20_	_

SCHEDULE "A"

BYLAW OR BAND COUNCIL RESOULTION

Attached to and forming part of the Agreement between

HIS MAJESTY THE KING IN RIGHT OF ONTARIO as represented by the MINISTER OF THE SOLICITOR GENERAL on behalf of the ONTARIO PROVINCIAL POLICE

And

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

PLACEHOLDER BY-LAW/BAND COUNCIL RESOLUTION



OPP PROVISION OF 9-1-1 PRIMARY PUBLIC SAFETY ANSWERING POINT (P-PSAP) SERVICES

OPP 9-1-1 P-PSAP Services

The Ontario Provincial Police (OPP) was established in 1909 and is one of the largest police forces in North America, with 5,500 uniformed officers, 2,500 civilian employees and 600 Auxiliary officers. The OPP operates under the Police Services Act and serves Ontario by protecting its citizens, upholding the law and preserving public safety. Many of the services provided by the OPP, including frontline policing, communications and 9-1-1 Primary Public Safety Answering Point (P-PSAP), are provided under contract to Ontario municipalities.

A P-PSAP is responsible for answering all calls to 9-1-1 for police, fire and ambulance services. A 9-1-1 calltaker will triage the caller's needs and forward the call directly to the appropriate emergency service(s) — known as a secondary Public Safety Answering Point (S-PSAP) — for action and follow-through.

The OPP provides primary PSAP and secondary PSAP services to many municipalities in Ontario.

Trained OPP personnel have expertise in both calltaking and dispatch functions and are available to provide 9-1-1 P-PSAP services 24 hours per day, seven days per week, 365 days per year.

Presently, the OPP has agreements with 111 Municipalities, First Nations, Local Services Boards and other 9-1-1 Authorities to provide P-PSAP services in geographical areas that are policed by the OPP, as well as in some areas where policing is provided by a Municipal Police Service.

If a Municipality chooses to accept an OPP contract for the provision of 9-1-1 P-PSAP services, the resources of the Provincial Communications Centre (PCC) will focus on meeting the needs of the Municipality, as set out in the contract.

Advantages of accepting an OPP contract for the provision of 9-1-1 P-PSAP services to the Municipality include improved situational awareness during incidents, which is crucial to establishing the most efficient emergency communications systems possible. Additionally, it allows for improved control and coordination of major incidents, an assured Grade of Service, consistent use of state-of-the-art technology and continuous service provided at a defined cost.

The information contained in this document outlines OPP-provided P-PSAP services.

Technical and Operational Information

Provincial Communications Centres Providing Call Answering

A Provincial Communications Centre is the incoming communications centre and acts as the primary interface between the public and the OPP for both non-emergent and emergency calls, including 9-1-1. The OPP currently operates four (4) Provincial Communications Centres in Ontario. Each OPP Provincial Communications Centre operates in compliance with the provisions of Ontario Regulation 3/99 governing the adequacy and effectiveness of police services (Adequacy Standards).

For a Municipality under contract with the OPP for 9-1-1 P-PSAP service, the OPP provides continuous and uninterrupted services through one of two Provincial Communications Centres: the North Bay Provincial Communications Centre is designated as the primary call answering centre, with another OPP Provincial Communications Centre serving as the backup location. This is required as part of the Bell Canada service plan. Staff and system requirements necessary for the provision of this service to the municipality are available upon acceptance of the OPP as the provider of P-PSAP services. 9-1-1 calls will be answered and directed to the appropriate public safety agencies within the municipality's 9-1-1 Public Emergency Reporting Service (PERS). In order to accommodate 9-1-1 P-PSAP responsibilities for the municipality, Bell PERS will be required to install circuits to direct the calls appropriately to the OPP. This work will be completed without any cost to the municipality as part of the Bell service plan.

Staffing of Provincial Communications Centres

The OPP staffs all its Provincial Communications Centres with qualified civilian and uniform OPP members. The OPP also manages all the personnel and equipment required to receive and process all emergency calls directed to the P-PSAP. A Provincial Communications Centre is typically staffed based on historical workloads and software algorithms that identify the number of required personnel to adequately meet the OPP Grade-of-Service target. During normal operations the calltaker and dispatcher functions are separated, although all operators are trained to perform both roles. On-duty civilian Communication Teams Leaders and OPP uniform supervisors provide full-time, on-site supervision and support at all times.

The OPP is thoroughly familiar with the operation of the 9-1-1 PERS, as it is a part of normal day-to-day operations. OPP personnel have considerable experience in dealing with emergent situations and serving the public directly. This experience and fundamental orientation are of benefit to the citizens of a municipality that contracts with the OPP as a P-PSAP provider.

Training

Provincial Communications Centre staffing is of utmost importance to the OPP. For the calltakers as the first points of contact for the public during an emergency and for the dispatchers who coordinate the movements and actions of frontline police officers, it is mission critical that PCC staff are well trained and in adherence with the OPP's Standard Operating Procedures. All

applicants for OPP Communications Operator positions are subjected to a rigorous screening process involving interviews, pre-employment testing using CritiCall and other position-specific software, psychological testing and security checks. Once hired, they receive extensive training in a classroom environment, followed by practical training in the Provincial Communications Centre, and are matched with an OPP-trained coach during their initial transition. A quality assurance program is in place to ensure employees maintain their skillset and are compliant with organizational standards.

Standards

The Provincial Communications Centres are guided by OPP Standard Operating Procedures that incorporate the Bell Canada Standards Manual. These procedures are applied consistently to all OPP 9-1-1 customers. The OPP currently has a service level objective of answering 95% of all 9-1-1 calls within two rings. Performance of all call answering activity is regularly measured and reviewed. The 9-1-1 P-PSAP calls are the highest rated priority in the system and are always answered first. Note: The standard ringing cycle is six seconds and is fixed by the telephone company. Accordingly, the maximum time for two ringing cycles is 12 seconds from start to finish.

Each Provincial Communications Centre is equipped with digital reader boards that display information including the number of calls waiting in the queues and the time for the longest outstanding call. The reader boards are programmed to sound an audible alarm at pre-set limits, alerting the calltakers to this critical information. Immediately upon an alarm sounding, prompt action is taken to address the situation to relieve pressure. Team leaders continually monitor call activity and assign duties as required by the situation. Use of this equipment facilitates efficiencies in call answering.

Redundancy and Back-up Sites

Both the P-PSAP (the North Bay Provincial Communications Centre) and the back-up location (another OPP Provincial Communications Centre) are equipped with the same types of equipment and provide equivalent operation and service.

Back Up Site: The operation of the Provincial Communications Centres is mission critical to the OPP. The OPP has developed plans to deal with various system failures or disasters. There are several options to deal with emergent situations up to and including transferring all operations to the back-up location. This includes 9-1-1 PERS service (P- PSAP and Secondary PSAP (S-PSAP)) and regular OPP direct dial services via 888-310-1122/33. It should also be noted the telephone company services (regular Central Office and 9-1-1 PERS) for both the North Bay Provincial Communications Centre and the back-up location are provided via a fibre ring that provides redundant access from the local Bell Central Office. Both locations are also served by different Bell digital multiplex system (DMS) switching systems.

Multi-Language/Hearing-Voice Impaired Calls

All 9-1-1 calls are initially answered in English. Bilingual (French/English) communicators at each Provincial Communications Centre are able to answer a call in either official language. The OPP

will respond, as provided by the French Language Services Act, to both verbal inquiries and written correspondence received in French. The OPP subscribes to an interpretation services telephone line and regularly uses this service to access live translation services in additional languages, as required. To assist with Deaf, deafened, and hard of hearing callers, each Provincial Communications Centre is equipped with a minimum of two (2) TTY devices which are connected to the telephone systems, ensuring calls can be transferred as required. These devices are also used by the OPP to provide similar service through the direct dial 1-888-310-1133 phone number.

The Communications Centre Logger (CCL) system

Every Provincial Communication Centre is equipped with the Communications Centre Logger (CCL) system to capture and store call recordings. Multi-channel digital recorders provide continuous long-term storage on a 24-hour basis. The recorders are redundantly configured in order to ensure continuity of recordings. Copies of recordings are archived to an additional on-site and off-site data server in order to ensure availability in case of hardware failure. All telephone calls are recorded for the duration that the operator's phone remains off hook. All radio transmissions are recorded for the duration of the radio PTT transmission. The CCL system does not record dead air in-between calls or transmissions. Exports of audio recordings are presented as a collection of timestamped clips where each clip represents a single call or transmission.

Records are retained for a seven (7) year plus current year period. Recordings of 9-1-1 related calls are the property of the OPP and no ownership can be accorded to the Municipality. These records contain other proprietary information.

Requests for copies of CCL system recordings are processed by the OPP Technology Disclosure Unit (TDU).

Automatic Number Identification/Automatic Location Identification (ANI/ALI)

ANI (Automatic Number Identification) is the automatic display at the PSAP of the telephone number associated with the line which called 9-1-1. ALI (Automatic Location Identification) contains details about the location, including the GPS coordinates or the civic or mailing address and other identifying information such as the building name or suite number that is associated with the ANI from the database where the PSAP is connected. All Bell 9-1-1 PERS ANI/ALI data and associated information received with each individual 9-1-1 calls is recorded. The OPP is responsible for its own operations and can accommodate the reception of ANI/ALI data. The ANI/ALI data may be transferred or "downstreamed" to Secondary PSAP agencies.

The OPP is prepared to provide to authorized individuals, copies of audio recordings, as it directly pertains to the Municipality's P-PSAP operation for purposes of civil litigation and/or criminal proceedings. Requests for such information must be received in writing at least five days prior to the end of the seven-year retention period for audio recordings. The OPP will retain the originals until such proceedings are complete.

Online Conferencing

The Bell PERS system has a maximum conference capability of three (3) parties. In operation, the P-PSAP will conference the originating 9-1-1 caller to the requested service (police/fire/ambulance). It is then the responsibility of the Secondary PSAP that receives the 9-1-1 call from the P-PSAP, to manage the situation and conference others as required. The OPP can add a fourth party (i.e., interpretation services) via the Meridian conference feature.

Reports

The OPP will provide reports, the frequency of which shall be monthly or as determined in consultation with the Municipality, which will show the overall efficiency of the P- PSAP operation in answering 9-1-1 calls, as well as the volume of calls handled for the Municipality.

The OPP notifies Bell Canada of any identified addressing errors related to the ANI/ALI addressing database. As a standard practice, the OPP reports any noted failures of the 9-1-1 PERS system to Bell Canada.

Costs

The OPP determines the costs for this service based on the population of the community. The annual rate per capita is \$0.561.

Additional Charges

The annual rate shall be reviewed at the end of every calendar year, and it may be revised by the OPP based on changes to the residential population or to the per capita cost charged by the OPP. If the residential population of the Municipality increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the Municipality shall be obliged to pay the OPP the revised annual rate. The OPP shall determine the annual revisions to the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.

Allowances for Business Interruptions

Due to the equipment redundancy and back-up provisions, the OPP does not expect any disruption to P-PSAP service. To date there has been no service interruptions to P-PSAP services that are attributable to the OPP. The OPP have committed significant resources to the telecommunications infrastructure to prevent disruptions and consequently are not offering any monetary allowances.

Preparing for Next Generation 9-1-1 (NG9-1-1)

Under a directive from the Canadian Radio-television and Telecommunications Commission (CRTC), all telephone companies are mandated to update their networks in order to be ready to provide next-generation (NG9-1-1) services in the future.

As consumer telecommunication devices continue to evolve with changing technology, the 9-1-1 system must keep pace in order to maintain and further enhance public safety.

NG9-1-1 is the mandatory replacement of the current 9-1-1 service in Canada. Rather than a series of different, proprietary telephone systems, NG9-1-1 is an ecosystem of integrated, standards-based systems from coast to coast to coast. It will comply with a standard developed by the North American Emergency Number Association (NENA) which forms the basis for compatible deployment of this new service in Canada, the United States and around the world.

The change to NG9-1-1 will significantly enhance public safety communications services in an increasingly wireless, mobile society with new broadband network capabilities, notably:

- It will be a national level network that will facilitate emergency communications between citizens and emergency services.
- It will be a standards-based, secure platform specifically for 9-1-1 emergency communications across Canada.
- It will provide OPP PCC Communicators with enhanced caller location and subscriber information, improving their ability to dispatch officers as quickly as possible.
- NG9-1-1 will improve interoperability between emergency services agencies by allowing P-PSAPs to transfer calls efficiently and seamlessly share information from PSAP to PSAP.
- NG9-1-1 will allow the public to real-time text (RTT) 9-1-1 directly and in the future, allow callers to send photos and videos.

By March 1, 2022, all networks were updated to prepare for NG9-1-1. Additional milestones will be put in place by the CRTC, culminating in the decommissioning of the existing 9-1-1 system and full implementation of NG9-1-1 by March 2025.

The OPP is a national leader in NG9-1-1 adoption and implementation and has committed resources to ensuring the safety and security of the new NG9-1-1 network.

Working in partnership with hardware and software stakeholders, the OPP is expecting to begin the NG9-1-1 migration process early in 2024.

Ministry of Finance Office of the Minister Frost Building S, 7th Floor 7 Queen's Park Crescent Toronto ON M7A 1Y7 Tel.: 416-325-0400



Ministère des Finances Bureau du ministre Édifice Frost Sud 7e étage 7 Queen's Park Crescent Toronto (Ontario) M7A 1Y7 Tél.: 416-325-0400

Minister of Finance | Ministre des Finances PETER BETHLENFALVY

October 30, 2024

Dear Head of Council:

I am writing to provide you with an update on the Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund (OMPF) to communities across Ontario. We are listening to municipalities and have heard, particularly from small, northern, and rural municipalities, that they are facing financial challenges in delivering services to their communities.

To assist them with these challenges, I am pleased to announce that the Province will be increasing the OMPF by \$100 million over two years, bringing the total funding envelope to \$600 million by 2026. In 2025, municipalities will benefit from an immediate \$50 million increase in funding through the program. This enhancement will be targeted to small, northern and rural municipalities and those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the introduction of the enhancement to the program in 2025, all of the program's core grant components will increase. In addition, Transitional Assistance funding guarantees have been enhanced to 100% of a municipality's 2024 OMPF allocation, ensuring that all OMPF core recipients will receive at least the same level of funding as they did in 2024.

The \$100 million enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including investing an additional \$1 billion through the Ontario Community Infrastructure Fund (OCIF) over five years, starting in 2022, the introduction of the Northern Ontario Resource Development Support Fund and the nearly \$2 billion in housing-enabling infrastructure programs, which include funding specifically dedicated to small, northern and rural municipalities.

We have always been committed to working closely with our municipal partners and know how important the OMPF is for many municipalities. This is why in the coming months the Ministry of Finance will be consulting with municipalities to hear their perspective, advice, and priorities for the program. Through the ministry's discussions with your treasurers and clerk treasurers, we look forward to discussing how to implement a reporting framework in order to gain a better understanding of how the OMPF is supporting your communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2025 OMPF allocation. Details regarding the consultation process will also be provided. Supporting materials on the 2025 program are available on the ministry's web site at www.ontario.ca/document/2025-ontario-municipal-partnership-fund.

As we continue to work together to build up our communities and move Ontario's economy forward, maintaining a close relationship with our municipal partners remains critical. I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

Original signed by

Peter Bethlenfalvy Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

Ministry of Finance
Provincial-Local Finance
Division
Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances
Division des relations provinciales
municipales en matière de finances
Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7



October 30, 2024

Dear Treasurer/Clerk-Treasurer:

In the October 30 letter to Heads of Council, the Minister of Finance announced that the Province will be increasing the Ontario Municipal Partnership Fund (OMPF) by \$100 million over two years, bringing the total funding envelope to \$600 million by 2026. For 2025, the program will provide \$550 million. This letter provides information regarding your municipality's 2025 OMPF allocation.

I am pleased to advise that in 2025 your municipality will benefit from an increase in OMPF funding compared to 2024.

2025 OMPF

As part of the phased-in increase to the OMPF, the program will provide \$550 million to recipient municipalities in 2025.

Details of the enhancement to the core grant components of the program and Transitional Assistance include:

Core Grant Component Enhancements:

- The Assessment Equalization Grant component will increase to \$155 million from \$149 million to better support municipalities with limited property assessment.
- The **Rural Communities Grant component** will increase to \$171 million from \$155 million in recognition of the challenges of rural municipalities, including rural farming communities.
- The **Northern Communities Grant component** will increase to \$105 million from \$90 million in recognition of the challenges of northern municipalities.
- New for 2025 is the introduction of Minimum Base Top-Up funding, which will
 ensure that small, northern and rural municipalities with fewer than 1,000
 households receive at least \$100,000 in combined base funding through the
 Northern Communities and Rural Communities core grant components.

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• The Northern and Rural Fiscal Circumstances Grant component will increase to \$109 million from \$94 million to support northern and rural municipalities with the more challenging fiscal circumstances.

Details related to grant parameters are outlined in the 2025 OMPF Technical Guide and individual municipal workbooks.

Transitional Assistance:

Transitional Assistance funding guarantees will be enhanced to 100% of the 2024 allocation in 2025 only, as part of the introduction of program enhancements. This will ensure that all OMPF core grant recipients receive at least the same level of funding as they did in 2024.

Consultations on the OMPF

As the Minister noted in his October 30 letter, the ministry will be consulting with municipal treasurers and clerk treasurers on the OMPF in the winter of 2025. The government wants to hear about your priorities for the program and how to implement a reporting framework to gain a better understanding of the use of funds and how the OMPF is supporting local communities.

The Ministry will be working with the Association of Municipalities of Ontario to reestablish the OMPF Municipal Reference Group to support this consultation. We will be communicating more information about the consultation process in the coming months.

2025 OMPF - SUPPORTING MATERIAL

To assist municipalities in understanding the OMPF and their individual 2025 allocations, the Ministry of Finance provides detailed and customized supporting documentation:

- A. 2025 OMPF Allocation Notice and Inserts
- B. 2025 OMPF Technical Guide
- C. Municipal Workbooks

A. 2025 OMPF Allocation Notice and Inserts

The *OMPF Allocation Notice* and *Inserts* outline individual municipal OMPF allocations by grant component, and also provide a summary of 2025 key data inputs. A municipality's 2025 allocation is noted on line A.

2 TCT 1

B. 2025 OMPF Technical Guide

The 2025 OMPF Technical Guide provides information with respect to individual grant thresholds, parameters and data sources.

C. 2025 Municipal Workbooks

The 2025 OMPF Workbook and the 2025 Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook (if applicable) provide detailed calculations of the 2025 OMPF grant components, the determination of the Northern and Rural MFCI, and outline all underlying data elements.

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The 2025 OMPF Technical Guide, as well as municipal allocations, are also available electronically on the Ministry's website:

https://ontario.ca/document/2025-ontario-municipal-partnership-fund

2025 PAYMENT SCHEDULE

The 2025 Cash Flow Notice identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2025. As outlined in the following section, OMPF payments are subject to holdback for municipalities that do not comply with applicable reporting requirements.

2025 REPORTING OBLIGATIONS

As you know, OMPF payments are subject to compliance with the program's reporting obligations.

Specifically, municipalities are required to submit Financial Information Returns (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) and tax-rate bylaws through the Online Property Tax Analysis (OPTA) system or to MMAH as outlined in the following schedule:

Submissions	Due Date
2024 FIRs	By May 31, 2025
2025 Tax-rates	By August 31, 2025

Payments for municipalities that do not meet their 2025 reporting obligations will be subject to holdback, beginning with the 2025 fourth quarterly payment, until these documents have been filed.

3 TCT 1

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: info.ompf@ontario.ca.

In closing, we would like to thank you for your ongoing partnership. We look forward to continuing to work with you on the OMPF.

Sincerely,

Ian Freeman, CPA, CMA Assistant Deputy Minister Provincial-Local Finance Division

Caspar Hall
 Assistant Deputy Minister
 Local Government Division
 Ministry of Municipal Affairs and Housing

Hannah Evans Assistant Deputy Minister Municipal Services Division Ministry of Municipal Affairs and Housing

4 TCT 1



2025 Allocation Notice

Municipality of Powassan

4959

Issued: October 2024

The Municipality of Powassan will receive \$1,158,100 through the OMPF in 2025, which represents an increase of \$124,800 or \$82 per household compared to 2024.

Total 2025 OMPF	\$1,158, <i>*</i>
1. Core Grant Components	\$1,158,100
a. Assessment Equalization Grant Component	\$309,600
b. Northern Communities Grant Component	\$421,900
c. Rural Communities Grant Component	\$213,300
d. Northern and Rural Fiscal Circumstances Grant Component	\$213,300

B Key OMPF Data Inputs

1. Households	1,523
2. Total Weighted Assessment per Household	\$237,423
Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	6.4
6. 2025 Guaranteed Level of Support	100.0%
7. 2024 OMPF	\$1,033,300

Note: See line item descriptions on the following page.

Ontario Municipal Partnership Fund (OMPF)



2025 Allocation Notice

Municipality of Powassan

4959

2025 OMPF Allocation Notice - Line Item Descriptions

- Sum of 2025 OMPF core grant components and Transitional Assistance, which are described in the 2025 OMPF Technical Guide. This document can be accessed at: https://www.ontario.ca/document/2025-ontario-municipal-partnership-fund/technical-guide.
- If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
- Based on the 2024 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
- Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2025 OMPF Technical Guide, Appendix A.
- Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2025 OMPF Technical Guide, Appendix B.
- Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2025 OMPF Technical Guide, Appendix D.
- Represents the guaranteed level of support the municipality will receive through the 2025 OMPF. For additional information, see the 2025 OMPF Technical Guide.
- **B7** Line A of 2024 OMPF Allocation Notice.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.



2025 Northern and Rural Municipal Fiscal Circumstances Index

Municipality of Powassan

4959

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)

6.4

Issued: October 2024

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Municipality to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Municipality of Powassan	Northern and Rural Median
Weighted Assessment per Household	\$237,423	\$292,000
2. Median Household Income	\$79,500	\$82,000
Secondary Indicators		
•	0.9%	1.2%
Average Annual Change in Assessment (New Construction) Employment Rate	0.9% 52.0%	1.2% 53.0%
Average Annual Change in Assessment (New Construction)	0.0 ,7	

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2025 OMPF Technical Guide, as well as in the customized 2025 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.



2025 Northern and Rural Municipal Fiscal Circumstances Index

Municipality of Powassan

B6

4959

Issued: October 2024

2025 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descri	iptions

Ontario compared to the total population in private households.

The municipality's 2025 Northern and Rural MFCI. Additional details are provided in the municipality's Α customized 2025 Northern and Rural MFCI Workbook. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property **B1** (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. **B2** Statistics Canada's measure of median income for all private households in 2020. Measures the five-year (2019 - 2024) average annual change in a municipality's assessment, for **B3** example, as a result of new construction or business property closures, excluding the impact of reassessment. Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over. **B4** Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and **B**5 under) and senior population (aged 65 and over). Statistics Canada's measure of the population in private households above the low-income threshold for



2025 Transitional Assistance Calculation Insert

Municipality of Powassan

4959

A 2025 OMPF Transitional Assistance (Line B2 - Line B1, if positive)

n/a

As the municipality's 2025 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2025 OMPF Core Grant Components (excluding Transitional Assistance)	\$1,158,100
2. 2025 Guaranteed Support (Line B2a x Line B2b)	\$1,033,300
a. 2024 OMPF	\$1,033,300
b. 2025 Guaranteed Level of Support	100%

Note: See line item descriptions on the following page.

Ontario Ministry of Finance Provincial-Local Finance Division



2025 Transitional Assistance Calculation Insert

Municipality of Powassan

4959

2025 Transitional Assistance Calculation Insert - Line Item Descriptions

In 2025 only, as part of the introduction of program enhancements, Transitional Assistance funding guarantees for core grant recipients have been enhanced to 100 per cent of their 2024 OMPF allocation. The Municipality of Powassan's 2025 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.

- Line A1 of 2025 OMPF Allocation Notice, sum of the following OMPF core grant components:

 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
- **B2** Guaranteed amount of funding through the 2025 OMPF.
- **B2a** Line A of 2024 OMPF Allocation Notice.
- Represents the guaranteed level of support the municipality will receive through the 2025 OMPF. For additional information, see the 2025 OMPF Technical Guide.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

Ontario Ministry of Finance Provincial-Local Finance Division

Issued: October 2024

Ontario Municipal Partnership Fund (OMPF)



Issued: October 2024

2025 Cash Flow Notice

Municipality of Powassan 4959

	Total 2025 OMPF	Can Nata halaw	¢4.450.400
A	(2025 Allocation Notice, Line A)	See Note below	\$1,158,100

B 2025	OMPF Quarterly Payments Schedule		\$1,158,100
1.	2025 OMPF First Quarter Payment	Scheduled for January 2025	\$289,525
2.	2025 OMPF Second Quarter Payment	Scheduled for April 2025	\$289,525
3.	2025 OMPF Third Quarter Payment	Scheduled for July 2025	\$289,525
4.	2025 OMPF Fourth Quarter Payment	Scheduled for October 2025	\$289,525

Note: Your municipality's 2025 OMPF allocation is identified on Line A of your 2025 OMPF Allocation Notice. Please refer to the enclosed correspondence for further details.

Ontario Ministry of Finance
Provincial-Local Finance Division

Ontario Municipal Partnership Fund (OMPF) 2025 Cash Flow Notice



Municipality of Powassan 4959

2025 Cash Flow Notice - Line Item Descriptions

A Total 2025 OMPF allocation. See 2025 OMPF Allocation Notice, Line A.

Scheduled quarterly payments in respect of the 2025 OMPF allocation. Payments will be subject to holdback pending submission of the applicable outstanding reporting requirements. Please refer to the Reporting Obligations section of the 2025 OMPF Technical Guide.





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INTRODUCTION

This guide outlines the grant parameters for the 2025 Ontario Municipal Partnership Fund (OMPF). It is intended to provide a technical overview of the funding program.

OVERVIEW

The OMPF is the Province's main general assistance grant to municipalities.

The program primarily supports northern and rural municipalities across the province. Its objectives are to:

- recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances
- support areas with limited property assessment
- assist municipalities that are adjusting to year-over-year funding changes.

2025 OMPF — Program Details

In 2025, the Province will provide a total of \$550 million in unconditional funding to 390 municipalities through the OMPF. This includes a \$50 million enhancement to the program that is distributed across all core grant components of the OMPF to further support small, northern, and rural municipalities.

The program will continue to be responsive to municipal circumstances through annual data updates and related adjustments.

What's New For 2025

On October 30, 2024, the government announced that the program will be increasing by \$100 million over two years, beginning with a \$50 million enhancement in 2025.

Specifically, the 2025 program will:

- Further recognize the challenges of northern municipalities by enhancing the **Northern Communities Grant component** to \$105 million from \$90 million in 2024.
- Further support rural communities across the province through the **Rural Communities Grant component**, which will increase to \$171 million from \$155 million in 2024. The farm enhancement of the **Rural Communities Grant component** will grow by \$5 million in 2025 to further support municipalities with the highest levels of farm land.
- Introduce a new Minimum Base Funding Top-Up, which will ensure that small, northern, and rural municipalities receive at least \$100,000 in combined base funding through the Northern Communities and Rural Communities Grant components.

- Increase targeted support to municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant component to \$109 million from \$94 million in 2024.
- Enhance support to municipalities with limited property assessment by increasing the **Assessment Equalization Grant component** to \$155 million from \$149 million in 2024.

In addition to the enhancements to the four core grant components, the program will also include an enhancement to **Transitional Assistance** funding guarantees in 2025 only, as part of the introduction of program enhancements. Specifically, for municipalities receiving core grant funding, Transitional Assistance funding guarantees will be enhanced to 100 per cent of a municipality's 2024 OMPF allocation, ensuring that all OMPF core grant recipients receive at least the same level of funding as they did in 2024.

Note: Municipalities who only receive historical mitigation funding through Transitional Assistance or who have been ineligible for core grants since 2014 will continue to receive a funding guarantee of 85 per cent of their 2024 allocation.

2025 ONTARIO MUNICIPAL PARTNERSHIP FUND

The 2025 OMPF will provide a total of \$550 million to 390 municipalities across the province through the following four core grant components and Transitional Assistance.

1. Assessment Equalization Grant Component — \$155 million

Provides funding to eligible municipalities with limited property assessment.

2. Northern Communities Grant Component — \$105 million

Provides funding to all northern municipalities in recognition of their unique challenges.

3. Rural Communities Grant Component — \$171 million*

Provides funding to rural municipalities, including targeted funding for rural farming communities, in recognition of their unique challenges.

4. Northern and Rural Fiscal Circumstances Grant Component — \$109 million

Provides additional, targeted funding to northern and rural municipalities based on their fiscal circumstances.

In addition, the program provides:

Transitional Assistance — \$10 million

Ensures a guaranteed level of support to municipalities based on their 2024 OMPF allocation.

*Note: Funding allocated through the Rural Communities Grant component includes the new Minimum Base Funding Top-Up to ensure small, northern, and rural municipalities receive at least \$100,000 in combined base funding through the Northern Communities and Rural Communities Grant components.

Figures are rounded.

2025 OMPF CORE GRANT COMPONENTS

1. Assessment Equalization Grant

The Assessment Equalization Grant provides funding to eligible single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.

To determine the grant amount, a total assessment differential (that is, the total municipal assessment below the provincial median per-household threshold of \$304,500) is calculated for each municipality. Single- and lower-tier municipalities receive funding based on the total assessment differential. Funding provided through this grant increases the further a municipality's total weighted assessment per household is below the provincial median.

Every \$10,000 increment in a municipality's total assessment differential results in an additional \$30.30 in funding.

Example 1.1

Municipality A:

Weighted assessment per household: \$200,000

Assessment per household below the \$304,500 threshold: \$304,500 - \$200,000 = \$104,500

• Number of households: 2,000

• Total assessment differential: \$104,500 x 2,000 = \$209,000,000

Grant Amount: \$209,000,000 / \$10,000 x \$30.30 = \$633,270

2. Northern Communities Grant

The Northern Communities Grant provides funding to all northern municipalities in recognition of the unique challenges they face.

The grant is based on the number of households, and the per-household amount is \$277.

Example 2.1

Municipality A (Northern):

• Number of households: 1,300

Grant Amount: 1,300 x \$277 = \$360,100

3. Rural Communities Grant

The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities.

The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).

Municipalities with an RSCM of 75 per cent or more receive \$140 per household. Municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of this funding on a sliding scale. For additional information on the RSCM, see Appendix A.

Every 5-percentage point increase in the RSCM between 25 per cent and 75 per cent results in an additional \$14 per household:

	Rural Communities Grant*											
RSCM (%)	25	30	35	40	45	50	55	60	65	70	75+	
Per-household amount (\$)	0.00	14.00	28.00	42.00	56.00	70.00	84.00	98.00	112.00	126.00	140.00	

^{*}The per-household amounts above are for municipalities where 70 per cent or less of municipal land area is comprised of farm land.

Example 3.1

Municipality A:

RSCM: 80%

• Number of households: 3,000

Grant Amount: 3,000 x \$140 = \$420,000

Municipality B:

RSCM: 55%

• Number of households: 3,000

Grant Amount: 3,000 x \$84 = \$252,000

Minimum Base Funding Top-Up (NEW FOR 2025)

In 2025, the government is introducing a new Minimum Base Funding Top-Up ensuring that small, northern, and rural municipalities receive at least \$100,000 in combined base funding through the Northern Communities and Rural Communities Grant components.

Municipalities are eligible for the Minimum Base Funding Top-Up if they have less than 1,000 households and receive less than \$100,000 in combined northern and rural base funding. Northern and rural base funding refers to funding provided through the Northern Communities Grant and Rural Communities Grant (excluding farm enhancement provided to municipalities with the highest levels of farm land).

Example 3.2

Municipality A (Northern and Rural, less than 1,000 households):

• Households: 120

Northern Communities Grant Allocation: \$33,300

Rural Communities Grant Base Allocation (excludes farm enhancement): \$16,800

Minimum Base Funding Amount: \$100,000

Northern and Rural Communities Combined Base Funding: \$33,300 + \$16,800 = \$50,100

Minimum Base Funding Top-Up: \$100,000 - \$50,100 = \$49,900

Example 3.3

Municipality B (Southern and Rural, less than 1,000 households):

· Households: 400

Northern Communities Grant Allocation: \$0

Rural Communities Grant Base Allocation (excludes farm enhancement): \$56,000

Minimum Base Funding Amount: \$100,000

Northern and Rural Communities Combined Base Funding: \$56,000

Minimum Base Funding Top-Up: \$100,000 - \$56,000 = \$44,000

Rural municipalities where farmland represents more than 70 per cent of their land area

Per-household funding provided through the Rural Communities Grant includes an enhancement for municipalities with the highest levels of farmland (where farmland represents more than 70 per cent of municipal land area), in recognition of their particular challenges.

This funding enhancement is provided based on the Farm Area Measure (FAM), which reflects the percentage of a municipality's land area comprised of farm land. See Appendix B for further information on the FAM.

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM of 75 per cent or greater receive funding according to the table outlined below.

Every 2-percentage point increase in the FAM between 70 per cent and 90 per cent results in an additional \$13.50 per household:

Rural Communities Grant for Municipalities with a FAM of more than 70 Per Cent												
FAM (%)	70	72	74	76	78	80	82	84	86	88	90+	
Per-household amount (\$)	140.00	153.50	167.00	180.50	194.00	207.50	221.00	234.50	248.00	261.50	275.00	

Example 3.4

Municipality A (FAM < 70%):

• RSCM: 100%

• FAM: 50%

• Number of households: 3,000

Grant Amount: 3,000 x \$140 = \$420,000

Municipality B (FAM > 70%):

RSCM: 100%

• FAM: 80%

• Number of households: 3,000

Grant Amount: 3,000 x \$207.50 = \$622,500

Municipality C (FAM > 90%):

• RSCM: 100%

• FAM: 93%

Number of households: 3,000

Grant Amount: 3,000 x \$275 = \$825,000

Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM between 25 per cent and 75 per cent receive a portion of the funding according to their RSCM.

The following table provides the per-household funding for a municipality with an RSCM of 50 per cent. see Appendix C for a summary of Rural Communities Grant parameters based on the RSCM and FAM.

Rural	Rural Communities Grant for Municipalities with an RSCM of 50 Per Cent and a FAM of more than 70 Per Cent													
FAM (%)	70	72	74	76	78	80	82	84	86	88	90+			
Per- household amount (\$)	70.00	76.75	83.50	90.25	97.00	103.75	110.50	117.25	124.00	130.75	137.50			

Example 3.5

Municipality A:

• RSCM: 50%

• FAM: 80%

Number of households: 3,000

Grant Amount: 3,000 x \$103.75 = \$311,250

4. Northern and Rural Fiscal Circumstances Grant

This grant is provided to municipalities eligible for funding through the Northern Communities Grant and/or Rural Communities Grant, both of which provide a fixed per-household funding amount to northern as well as single- and lower-tier rural municipalities. In addition to these fixed per-household amounts, the Northern and Rural Fiscal Circumstances Grant provides targeted support in recognition that not all northern and rural municipalities have the same fiscal circumstances.

The Northern and Rural Fiscal Circumstances Grant provides targeted funding to eligible municipalities based on their relative fiscal circumstances, as measured by the Northern and Rural Municipal Fiscal Circumstances Index (MFCI). For additional details on the Northern and Rural MFCI, see Appendix D.

In 2025, the Northern and Rural Fiscal Circumstances Grant will provide \$109 million to support northern and rural municipalities with challenging fiscal circumstances.

See Appendix E for additional information on the Northern and Rural Fiscal Circumstances Grant parameters.

Northern and rural municipalities with an RSCM of 75 per cent or greater

Northern municipalities, as well as single- and lower-tier rural municipalities with an RSCM of 75 per cent or greater, receive funding according to their MFCI as outlined in the table below.

Northern and Rural Fiscal Circumstances Grant											
		Relatively positive Relatively challengin circumstances circumstance									
MFCI	0	1	2	3	4	5	6	7	8	9	10
Per-household amount (\$)	0	10	20	30	40	80	120	170	220	285	360

Example 4.1

Municipality A (Northern):

• MFCI: 7

• Number of households: 1,200

Grant Amount: 1,200 x \$170 = \$204,000

Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of the per-household funding according to their RSCM.

Per-Household Funding at MFCI 4										
RSCM (%)	25	35	50	65	75					
Per-household amount (\$)	Per-household amount (\$) 0 8 20 32 40									

See Appendix E for more detailed information.

Example 4.2

Municipality A (Rural):

• MFCI: 4

• RSCM: 65%

• Number of households: 1,200

Grant Amount: 1,200 x \$32 = \$38,400

Additional municipality-specific details are provided in the customized 2025 Northern and Rural MFCI Workbooks.

Transitional Assistance

Transitional Assistance assists municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation.

In 2025 only, as part of the introduction of program enhancements, Transitional Assistance funding guarantees have been increased to 100 per cent of a municipality's 2024 OMPF allocation for municipalities receiving core grant funding. This ensures that all OMPF core grant recipients will receive at least the same level of funding as they did in 2024.

Municipalities who only receive historical mitigation funding through Transitional Assistance or who have been ineligible for core grants since 2014 will continue to receive a funding guarantee of 85 per cent of their 2024 allocation.

Example 5.1

Municipality A (OMPF Core Grant Recipient):

2024 OMPF allocation: \$250,000

• 2025 minimum level of support for municipality: 100%

• 2025 guaranteed funding amount: \$250,000 x 100% = \$250,000

• Sum of 2025 OMPF core grants prior to Transitional Assistance: \$180,000

2025 Transitional Assistance: \$250,000 - \$180,000 = \$70,000

Example 5.2

Municipality B (Ineligible for OMPF core grants since 2014 – Transitional Assistance only recipient):

- 2024 OMPF (Transitional Assistance) allocation: \$250,000
- 2025 level of support for municipality: 85%

2025 guaranteed funding amount: \$250,000 x 85% = \$212,500

IMPLEMENTATION

OMPF allocations are announced annually in time to support the municipal budget planning process, and payments are issued in quarterly installments to municipalities. All OMPF allocations are provided to municipalities as unconditional grants.

The Ministry of Finance calculates OMPF municipal allocations based on a defined set of data elements (see Appendix F).

Municipal Workbooks

In order to assist municipalities in better understanding the 2025 program, the Ministry of Finance has developed a customized set of municipal workbooks for each municipality. These include:

- 2025 Ontario Municipal Partnership Fund Workbook
- 2025 Northern and Rural Municipal Fiscal Circumstances Index Workbook

The workbooks provide municipality-specific details and are shared electronically with municipal treasurers and clerk-treasurers.

2025 Reporting Obligations

OMPF payments are subject to compliance with the program's reporting obligations.

Municipalities are required to submit Financial Information Returns (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) and tax-rate bylaws through the Online Property Tax Analysis (OPTA) system or to MMAH as outlined in the following schedule:

2025 OMPF Reporting	2024 FIRs	By May 31, 2025
Obligations	2025 Tax-Rates	By August 31, 2025

Payments for municipalities that do not meet their 2025 reporting obligations will be subject to holdback, beginning with the 2025 fourth quarterly payment, until these documents have been filed.

Note that the timelines identified above may be subject to revision by the Ministry of Finance, in consultation with the Ministry of Municipal Affairs and Housing.

ADDITIONAL INFORMATION

This Technical Guide and other 2025 OMPF supporting materials are posted online at:

www.ontario.ca/document/2025-ontario-municipal-partnership-fund

www.ontario.ca/fr/document/fonds-de-partenariat-avec-les-municipalites-de-lontario-de-2025

For additional information regarding 2025 OMPF allocations or for other general inquiries about the program, email your inquiry and contact information to: info.ompf@ontario.ca

Municipal Services Offices at the Ministry of Municipal Affairs and Housing

Alternatively, municipalities may also contact their local Municipal Services Office of the Ministry of Municipal Affairs and Housing (MMAH) who can assist in directing their inquiry:

Municipal Services Offices: Minist	ry of Municipal Affairs and Housing
CENTRAL: 777 Bay Street, 16th Floor Toronto ON M7A 2J3	General Inquiry: (416) 585-6226 Toll Free: 1-800-668-0230 Fax: (416) 585-6882 Email: MSOC.Admin@ontario.ca
EASTERN: Rockwood House, 8 Estate Lane Kingston ON K7M 9A8	General Inquiry: (613) 545-2100 Toll Free: 1-800-267-9438 Fax: (613) 548-6822 Email: MSO-E@ontario.ca
NORTH (SUDBURY): 159 Cedar Street, Suite 401 Sudbury ON P3E 6A5	General Inquiry: (705) 564-0120 Toll Free: 1-800-461-1193 Email: MSONorth@ontario.ca
NORTH (THUNDER BAY): 435 James St. S., Suite 223 Thunder Bay ON P7E 6S7	General Inquiry: (807) 475-1651 Toll Free: 1-800-465-5027 Email: MSONorth@ontario.ca
WESTERN: 659 Exeter Road, 2nd Floor London ON N6E 1L3	General Inquiry: (519) 873-4020 Toll Free: 1-800-265-4736 Email: MSO-SW@ontario.ca

APPENDICES

Appendix A: Rural and Small Community Measure

The Rural and Small Community Measure (RSCM) represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas.

The measure is based on Statistics Canada data and is calculated as follows:

- 1. Statistics Canada divides municipalities into small geographic areas, typically less than a few hundred residents.
- 2. These areas are classified by Statistics Canada as rural areas or small communities if they meet one of the following conditions:
 - They have a population density of less than 400 per square kilometre.
 - They have a population density of greater than 400 per square kilometre but cannot be grouped with other adjacent areas (each also with a population density of greater than 400 per square kilometre), to produce a total population concentration greater than 1,000.
 - They are not economically integrated with a population centre of greater than 10,000 (see table below).
- 3. The RSCM is determined by calculating the proportion of a municipality's population residing in areas that are classified as either rural or a small community.

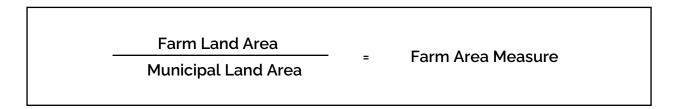
OMPF calculations incorporate a minor adjustment to Statistics Canada's classification of "small community." This adjustment provides a transition between the small community and urban centre classification for areas with a population between 10,000 and 12,500 and is made on a sliding scale:

Percentage of Area Population Included as a Small Community									
Area population	10,000	10,500	11,000	11,500	12,000	12,500			
Percentage (%)	100	80	60	40	20	0			

Appendix B: Farm Area Measure

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land. The measure was introduced in the 2016 OMPF in response to feedback from some municipalities that the OMPF should recognize the variation in farm land across the province.

The FAM is calculated as follows:



A municipality's FAM is determined using the following components:

- 1. **Farm Land Area**, which is equal to acres of land for properties in the farm property tax class, as of December 31st, 2023.
 - a. Agricorp administers the application process for the farm property tax class and is responsible for reviewing eligibility criteria before a property can be placed in the farm property tax class. These criteria include:
 - The property must be assessed and valued as farm land by the Municipal Property Assessment Corporation (MPAC).
 - The farming business generates at least \$7,000 in Gross Farm Income (GFI) per year.
 - The farming business has a valid Farm Business Registration number from Agricorp or a valid exemption.
 - The property is being used for a farming business by either the owner or tenant farmer or both.
 - b. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database. This database was developed in partnership between the Ministry of Northern Development, Ministry of Mines, Ministry of Natural Resources, MPAC and Teranet Enterprises Inc., and provides information on the land area for each individual property or parcel of land in the province.
- 2. **Municipal Land Area,** which represents the number of acres of land in a municipality and reflects municipal boundaries as of January 1, 2021. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

Appendix C: Summary of Rural Communities Grant Parameters

The following table supports the Rural Communities Grant calculation for single- and lower-tier rural municipalities with an RSCM between 25 and 75 per cent and a FAM of 70 per cent or more.

Rural C	Rural Communities Grant Funding Levels Based on RSCM and FAM (\$ per household)										
FAM (%)	70	72	74	76	78	80	82	84	86	88	90+
25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	28.00	30.70	33.40	36.10	38.80	41.50	44.20	46.90	49.60	52.30	55.00
50	70.00	76.75	83.50	90.25	97.00	103.75	110.50	117.25	124.00	130.75	137.50
65	112.00	122.80	133.60	144.40	155.20	166.00	176.80	187.60	198.40	209.20	220.00
75+	140.00	153.50	167.00	180.50	194.00	207.50	221.00	234.50	248.00	261.50	275.00

Appendix D: Northern and Rural Municipal Fiscal Circumstances Index

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is determined based on six indicators. These indicators are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances.

The indicators include:

Primary Indicators

- · Weighted Assessment Per Household
- Median Household Income

Secondary Indicators

- Average Annual Change in Assessment (New Construction)
- Employment Rate
- Ratio of Working Age to Dependent Population
- Per Cent of Population Above Low-Income Threshold

A municipality's Northern and Rural MFCI is determined through three steps, as listed below and as described in more detail on the following pages.

- 1. **Indicator Score** Each primary and secondary indicator is scored based on its relationship to the median for northern and rural municipalities.
- 2. **Average Indicator Score** An average indicator score is calculated based on the average of both the primary and secondary indicators.
- 3. **Northern and Rural MFCI** This index reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province and is based on the relative results of each municipality's average indicator score. The Northern and Rural MFCI is measured on a scale from 0 to 10.

A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. As a result, an MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

Additional municipality-specific details are provided in the 2025 Northern and Rural MFCI Workbook.

1. Indicator Score

The indicator score has a range from -100 per cent to 100 per cent and reflects how the value of a municipality's indicator compares to the median for northern and rural municipalities.

Indicator Value Above Median

An indicator value that is above the median will have a positive score, which is reflective of relatively positive fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator value between the median and highest value for northern and rural municipalities.

Indicator Value Below Median

An indicator value that is below the median will have a negative score, which is reflective of more challenging fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator data between the median and lowest value for northern and rural municipalities.

For example, an indicator score of 25 per cent indicates that a data value is one quarter of the distance between the median and highest value, while an indicator score of -25 per cent indicates that a data value is one quarter of the distance between the median and lowest value. An indicator score of 0 per cent reflects the median for northern and rural municipalities.

The following table outlines the median, highest and lowest values for each MFCI indicator. Illustrative examples of indicator score calculations are provided on the following page.

MFCI Indicator Parameters										
Primary Indicators	Lowest	Median	Highest							
Weighted Assessment per Household	\$47,000	\$292,000	\$823,000							
Median Household Income	\$45,000	\$82,000	\$141,000							
Secondary Indicators	Lowest	Median	Highest							
Average Annual Change in Assessment (New Construction)	-2.6%	1.2%	5.1%							
Employment Rate	23.0%	53.0%	71.0%							
Ratio of Working Age to Dependent Population	98.0%	152.0%	245.0%							
Per Cent of Population Above Low-Income Threshold	65.0%	88.0%	97.0%							

Example 1.1

Indicator: Median Household Income

Lowest Value	Median Value	Highest Value		
\$45,000	\$82,000	\$141,000		

Example Municipality: Indicator Data Value = \$63,500

A. Difference between Indicator Value and Median: \$63,500 - \$82,000 = -\$18,500

Since the indicator value is below the median for northern and rural municipalities, the difference between the median and the lowest value for northern and rural municipalities is calculated.

- B. Difference between Median and Lowest Value: \$82,000 \$45,000 = \$37,000
- C. Indicator Score = A / B: -\$18,500 / \$37,000 = -50%

Example 1.2

Indicator: Ratio of Working Age to Dependent Population

Lowest Value	Median Value	Highest Value
98%	152%	245%

Example Municipality: Indicator Data Value = 198.5%

A. Difference between Indicator Value and Median: 198.5% - 152% = 46.5%

Since the indicator value is above the median for northern and rural municipalities, the difference between the median and the highest value for northern and rural municipalities is calculated.

- B. Difference between Median and Highest Value: 245% 152% = 93%
- C. Indicator Score = A / B: 46.5% / 93% = 50%

2. Average Indicator Score

The average indicator score summarizes a municipality's overall results on all six indicators.

A municipality's average indicator score is based on both the primary and secondary indicator average, as shown below.

Calculating Average Indicator Score

Average Indicator Score = (Primary Indicator Average + Secondary Indicator Average) / 2

Primary Indicator Average: (A + B) / 2

- A. Weighted Assessment Per Household indicator score
- B. Median Household Income indicator score

Secondary Indicator Average: (C + D + E + F) / 4

- C. Average Annual Change in Assessment (New Construction) indicator score
- D. Employment Rate indicator score
- E. Ratio of Working Age to Dependent Population indicator score
- F. Per Cent of Population Above Low-Income Threshold indicator score

Note: A positive average indicator score reflects relatively positive fiscal circumstances, while a negative average indicator score reflects more challenging fiscal circumstances.

Example 2.1

Average Indicator Score

- A. Weighted Assessment per Household indicator score: 8%
- B. Median Household Income indicator score: -50%

Primary Indicator Average: (8% + (-50%)) / 2 = -21%

- C. Average Annual Change in Assessment (New Construction) indicator score: -91%
- D. Employment Rate indicator score: 1%
- E. Ratio of Working Age to Dependent Population indicator score: 50%
- F. Per Cent of Population Above Low-Income Threshold indicator score: -84%

Secondary Indicator Average: (-91% + 1% + 50% + (-84%)) / 4 = -31%

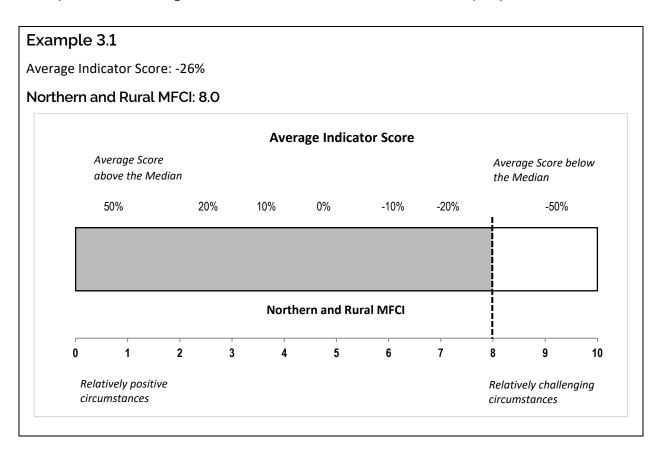
Average Indicator Score: (-21% + (-31%)) / 2 = -26%

3. Determination of Northern and Rural MFCI

The Northern and Rural MFCI reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is measured on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, while a higher MFCI corresponds to more challenging fiscal circumstances. A Northern and Rural MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

A municipality's MFCI is determined based on the value of the average indicator score. The example below presents how average indicator scores are used to determine a municipality's MFCI.



Appendix E: Northern and Rural Fiscal Circumstances Grant Parameters

The Northern and Rural MFCI is measured on a scale from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, while a higher MFCI corresponds to more challenging fiscal circumstances. The following table provides details regarding the 2025 per-household funding levels under the Northern and Rural Fiscal Circumstances Grant.

Northern and Rural Fiscal Circumstances Grant											
	Relatively positive Relatively challenging circumstances circumstances										
MFCI	0	1	2	3	4	5	6	7	8	9	10
Per-household amount (\$)	0	0 10 20 30 40 80 120 170 220 285 36									360

The following table supports the Northern and Rural Fiscal Circumstances Grant calculation for single- and lower-tier rural municipalities with an RSCM between 25 and 75 per cent. The table illustrates the per-household funding amount associated with a range of RSCM and MFCI values.

Sumr	Summary of MFCI Funding Levels Based on RSCM (\$ per household)										
MFCI RSCM (%)	0	1	2	3	4	5	6	7	8	9	10
25	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	0	2.00	4.00	6.00	8.00	16.00	24.00	34.00	44.00	57.00	72.00
50	0	5.00	10.00	15.00	20.00	40.00	60.00	85.00	110.00	142.50	180.00
65	0	8.00	16.00	24.00	32.00	64.00	96.00	136.00	176.00	228.00	288.00
75+	0	10.00	20.00	30.00	40.00	80.00	120.00	170.00	220.00	285.00	360.00

Appendix F: Data Sources

OMPF Data Elements and Sources								
Data	Year	Source(s)						
Weighted Assessment	2024 Returned Roll and 2025 starting tax ratios	Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws						
PIL Weighted Assessment	2022 or 2023	Municipal FIR						
Number of Households	2024	MPAC Returned Roll						
Median Household Income	2021	Statistics Canada						
Rural and Small Community Measure	2021	Statistics Canada						
Per Cent of Population Above Low-Income Threshold	2021	Statistics Canada						
Ratio of Working Age to Dependent Population	2021	Statistics Canada						
Employment Rate	2021	Statistics Canada						
Average Annual Change in Assessment (New Construction)	2019–2024	Online Property Tax Analysis System (OPTA)						
Municipal Land Area	2021	Statistics Canada						
Farm Land Area	2023	MPAC and Ontario Parcel						

Note: For municipality-specific details, refer to customized 2025 workbooks developed by the Ministry of Finance.

Appendix G: Definitions

Average Annual Change in Assessment (New Construction)

Measures the five-year (2019–2024) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.

Average Indicator Score

Summarizes a municipality's overall results on all six indicators, based on both the primary and secondary indicator average.

Core Grant Components

Refers to the four OMPF core grant components: Assessment Equalization; Northern Communities; Rural Communities; and Northern and Rural Fiscal Circumstances Grant components.

Employment Rate

Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.

Farm Area Measure (FAM)

Represents the percentage of a municipality's land area comprised of farm land.

Farm Land Area

Equal to the acres of land for properties in the farm property tax class, as of December 31st, 2023. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database.

Historical Mitigation Funding

Funding provided through Transitional Assistance to municipalities that have not received OMPF core grants since the introduction of the program in 2005. This funding is intended to support these municipalities in the transition from funding received through predecessor programs.

Households

Measure of households based on the 2024 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates. Household reflect the following classes:

- (1) Residential Unit (RU) Permanent households
- (2) Residential Dwelling Unit (RDU) Seasonal households such as cottages
- (3) Farm Residential Unit (FRU) Farmlands on which a farm residence exists

Indicator Score

Reflects the position of a municipality's indicator data value relative to other municipalities and has a range from -100 per cent to 100 per cent. A positive indicator score is reflective of relatively positive fiscal circumstances, while a negative score is reflective of more challenging fiscal circumstances.

Median Household Income

Statistics Canada's measure of median income for all private households in 2020.

Municipal Land Area

Equal to the acres of land in a municipality and reflects municipal boundaries, as of January 1^{st} , 2021. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

Northern and Rural Base Funding

Refers to funding provided through the Northern Communities and Rural Communities core grant components, excluding the farm enhancement provided to rural municipalities with the highest levels of farm land, or funding provided through other core grant components.

Northern and Rural Municipal Fiscal Circumstances Index (MFCI) The Northern and Rural MFCI measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to relatively more challenging fiscal circumstances. An MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

Per Cent of Population Above Low-Income Threshold Reflects the Statistics Canada measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households. The measure is based on after-tax income, and the low-income threshold is based on half the median adjusted household income in 2020.

Primary Indicators

The Northern and Rural MFCI is determined based on six indicators which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The primary indicators are weighted assessment per household and median household income.

Ratio of Working Age to Dependent Population

Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).

Rural and Small Community Measure (RSCM) RSCM represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas. The measure is based on Statistics Canada data from the 2021 Census.

Secondary Indicators

The Northern and Rural MFCI is determined based on six indicators, which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The secondary indicators are average annual change in assessment (new construction), employment rate, ratio of working age to dependent population, and per cent of population above low-income threshold.

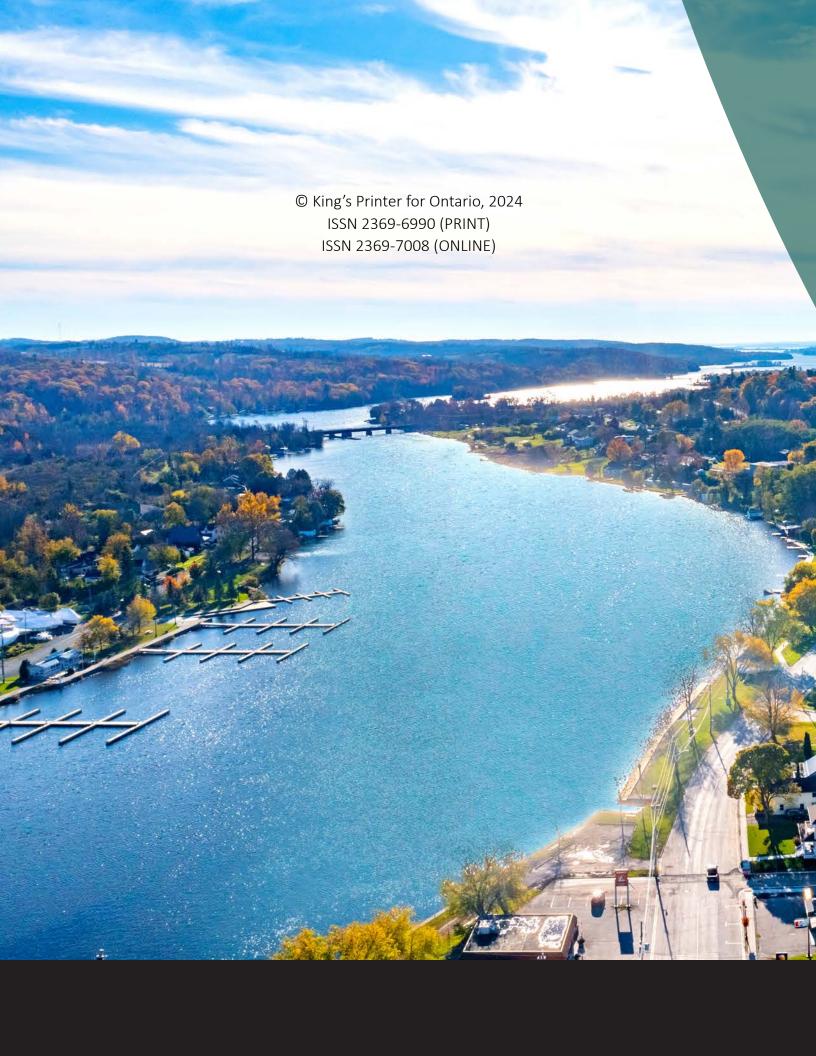
Transitional Assistance Funding Guarantees for 2025 The 2025 guaranteed level of support based on 2024 OMPF allocations. In 2025 only, as part of the introduction of program enhancements, Transitional Assistance funding guarantees for core grant recipients will be 100 per cent of their 2024 OMPF allocation.

Municipalities who only receive historical mitigation funding through Transitional Assistance or who have been ineligible for core grants since 2014 will continue to receive a funding guarantee of 85 per cent of their 2024 allocation.

Weighted Assessment Per Household Measures the size of the municipality's tax base. Refers to the total assessment of a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. Subject to eligibility provisions (such as being a small, northern or rural municipality and/or a current recipient).

Workbooks

The OMPF workbooks provide customized detailed data and grant calculations to assist municipalities in understanding their allocations. The workbooks include: the *Ontario Municipal Partnership Fund Workbook* and, where applicable, the *Northern and Rural Municipal Fiscal Circumstances Index Workbook*. These customized workbooks are provided to municipal treasurers and clerk-treasurers following the announcement of annual funding allocations.



Internal QEMS Audit Report Water Treatment and/or Distribution Facility

Powassan DWS Org# 6033

(Facility Name and Org Unit)

Report Prepared By:

Monique Malette (Internal Auditor)

Report Prepared on:

October 21, 2024 (Date)



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All rights reserved. No part of this form may be reproduced, stored in
a retrieval system, or transmitted in any form or by any means,
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without the prior written permission of the Ontario Clean Water Agency.

This Report was prepared for the exclusive use of OCWA and is intended to provide an evaluation of the conformance of OCWA's Quality & Environmental Management System (QEMS) as implemented at the above facility to the requirements of the Drinking Water Quality Management Standard (DWQMS).

The information contained in this Report reflects the Auditor's best judgment in light of the information made available to him/her at the time of preparation.

Nothing in this Report or the related Action Plans should be taken as legal advice. The Auditor makes no representations whatsoever concerning the legal significance of his/her findings, or as to legal matters touched on in this Report, including but not limited to the application of any law to the facts set out herein.

The Ontario Clean Water Agency is the accredited Operating Authority for the Powassan Drinking Water System (treatment and distribution).



Internal QEMS Audit Report

Facility Name: Powassan Drinking Water Systems

Facility Org Unit: 6033

Facility Works (DWS) #: 220000576

Regional Hub Manager Eric Nielson
Senior Operations Manager Paul Dyrda
Safety, Process & Compliance Manager Jeremy Galda

Date Internal Audit From: February 9, 2024 (desk-top audit)

Date Internal Audit To: October 3, 2024 (on-site audit and interviews)

Multi-Facility Operational Plan No

Description: Powassan DWS Operational Plan

Auditor(s) Monique Malette

Areas Visited Powassan/Callander Water Treatment Plant

Paul Dyrda (Senior Operations Manager) via phone, October 3,

People Interviewed 2024

Dan Finnigan (O&M Team Lead) on-site, October 3, 2024

Documents Viewed Powassan DWS Operational Plan and associated procedures and

documents.

A. AUDIT OBJECTIVES

The objectives of this internal QEMS audit were:

- To evaluate the conformance of OCWA's QEMS (as implemented at the facility) to the requirements of the Drinking Water Quality Management Standard (DWQMS) Version 2.0,
- To identify and correct nonconformities with the facility's documented QEMS, and
- To assess the effectiveness of the QEMS and ensure that it is continually improving with each cycle.

B. SCOPE

This audit has been designed to encompass all the requirements of the DWQMS. All activities within the scope of the QEMS implemented at the facility (as documented in the facility's Operational Plan) are auditable.

C. PREVIOUS AUDIT RESULTS

The results of the last internal and external audits of this system have been reviewed, to ensure that appropriate corrective action has been implemented to address any nonconformity identified. This review has concluded that:



- Four (4) OFIs identified by the auditor during the previous internal audit (audit report dated June 22, 2023). All items have been addressed.
- There was one (1) OFI identified by the external (S2) audit (audit report dated May 7, 2024).

D. SUMMARY OF FINDINGS

DWQMS	Element	Finding
1. Quali	ty Management System	С
2. Quali	ty Management System Policy	С
3. Comr	nitment and Endorsement	С
4. Quali	ty Management System Representative	С
5. Docu	ment and Records Control	С
6. Drink	ing Water System	OFI (2)
7. Risk A	ssessment	С
8. Risk A	ssessment Outcomes	OFI
9. Organ	nizational Structure, Roles, Responsibilities and Authorities	С
10. Comp	etencies	С
11. Perso	nnel Coverage	С
12. Comr	nunications	С
13. Essen	tial Supplies and Services	С
14. Revie	w and Provision of Infrastructure	С
15. Infras	tructure Maintenance, Rehabilitation and Renewal	С
16. Samp	ling, Testing and Monitoring	С
17. Meas	urement and Recording Equipment Calibration and Maintenance	С
18. Emer	gency Management	OFI (2)
19. Interr	nal Audits	С
20. Mana	gement Review	С
21. Conti	nual Improvement	OFI
N/C No	n-Conformity – non-fulfillment of a requirement (Mn) – Minor (Mj) - Major	
OFI Op	portunity for Improvement – conforms to the requirement, but there is opportunity for in	mprovement
C	nforms to the requirement	
* Ad	ditional comment added by auditor	



E. AUDIT FINDINGS REQUIRING ACTION (NONCONFORMITIES)

It is important that an action plan be developed to properly address all conformance issues. Throughout the audit when a nonconformity was identified, the auditor(s) initiated an action plan that provides details of the conformance issue as well as the recommended steps to be taken to resolve the issue.

It is the responsibility of the Senior Operations Manager (or designate) to ensure that action plans are carried through to completion by:

- identifying staff responsible for resolving the issues,
- setting realistic target dates for completing the various steps necessary, and
- providing details of the results of any actions taken.

The Senior Operations Manager/Operations Manager (or designate) is responsible for monitoring the progress of the action plans and ensuring that action plans are updated to confirm when issues have been resolved and to reestablish target dates as necessary.

The following section summarizes conformance issues and recommended actions identified during the audit. The findings are presented in the same order and under the same headings used in the Internal Audit Questions.

There were no non-confomances identified during the audit, however five (5) Opportunities for Improvement (OFI) were noted and are described in the summary below.

Those elements marked with an '*' for comment are also described. The changes required in the elements identified with a comment do not have an effect on the effectiveness of the QEMS.

F. OBJECTIVE EVIDENCE & OPPORTUNITIES FOR IMPROVEMENT & COMMENTS

Section	Description of Findings	Туре	Action
OP-21 - Continual Improvement	Consider including any Ministry Non- Compliances on the Summary of Findings Table and identify as a Corrective Action (as noted in the Management Review, 2 incidents had occurred in July 2023 and did have full root cause and corrective action detailed).	OFI	OCWA uses an Analysis and Action Plan (AAP) to track non-compliances identified in MECP inspections. This AAP includes the root cause analysis and documents the corrective actions (CA). We have considered this OFI; however, we currently have another method of tracking. In future audits, we can provide the AAP to auditor to show root cause analysis and corrective actions for any non-compliances.



Section	Description of Findings	Туре	Action
OP-6 Drinking Water System	Consider updating raw water characteristics to 2023.	OFI	Update raw water characteristics to 2023. Updated OP-06 and sent to SOM for approval.
OP-6 Drinking Water System	Consider updating disinfection pumps in description	OFI	Updated pumps for disinfection OP-06
OP-8 Risk Assessment Outcomes	Consider updating old obsolete info in the reviewed SOP.	OFI	Minor updates required to Failure of Chlorine Pump SOP.
OP-18 - Emergency Management	Consider updating OCWA's emergency contact list. New VP of Operations.	OFI	Update OCWA's emergency contact list. New VP of Operations. Contact list updated and sent to operator on October 03, 2024
OP-18 - Emergency Management	Consider updating local emergency contact list.	OFI	Update local emergency contact list. Contact list updated and sent to operator on October 3, 2024.

G. AUDIT CONCLUSIONS

The auditor(s) conducted an internal audit of the systems Operation Plan and related documents and procedures and toured the facility to ensure that DWQMS requirments were met. The audit methods used were both interactive and non-interactive (interviews, observation of activities and review of documentation and records).

Taking into consideration all the findings of this audit, the above noted non-conformities, opportunity for improvements and areas of comment, the auditor has concluded that sufficient evidence has been provided to demonstrate that the facility has established a QEMS that meets the intent of the DWQMS.

This report was completed by <u>Monique Malette</u> after an audit of the Powassan Drinking Water System and Operational Plan on February 9, 2024 and October 3 of 2024. All information is complete and accurate as to the information provided.

Monique Malette
Internal Auditor(s)

October 21, 2024 **Date**





Root Cause Analysis

IMPORTANT NOTE: A root cause analysis must be performed on any major or minor non-conformance identified during an internal QEMS audit

Date:	
Assignee:	
Description of Non- conformance:	
Root Cause: Reason for non- conformance	
Corrective Action: (immediate fix)	
Sign- off Corrective Action Complete	
Long Term Corrective Action (if applicable)	
Sign - off Corrective Action Validated	

Powassan Drinking Water System - 2024 Summary of Findings

Preventative Actions

OFI - Opportunity for Improvement Mj - Major Non-conformance Mn - Minor Non-conformance **Corrective Actions**

Other Actions
AI - Action Item
C/Obs - Comments or Observations

BMP - Best Management Practices

IMPORTANT NOTE: A root cause analysis must be completed for all Corrective Actions

Section	Description of Findings	Туре	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
			Management Review: (Date)				
		Ä	External Audit (S2-12 Month Surveillance): (Offsite: May 7, 2024)	: May 7, 2024)			
OP-21 - Continual Improvement	Consider including any Ministry Non-Compliances on the Summary of Findings Table and identify as a Corrective Action (as noted in the Management Review, 2 incidents had occurred in July 2023 and did have full root cause and corrective action detailed).		OCWA uses an Analysis and Action Plan (AAP) to track non-compliances identified in MECP inspections. This AAP includes the root cause analysis and documents the corrective actions (CA). We have considered this OFI; however, we currently have another method of tracking. In future audits, we can provide the AAP to auditor to show root cause analysis and corrective actions for any non-compliances.	OCWA (QEMS Rep.)	Jun-24	07-May-24	The AAP is effective at showing all findings from the MECP inspections and documenting the root cause analysis and corrective actions. The AAPs are verified, completed and sent to OCWA's VP, Corporate Compliance and Top Management.
		Interna	nal Audit: (Desktop: February 9, 2024, Onsite: October 3, 2024)	October 3, 2024)			
OP-6 Drinking Water System	Consider updating raw water characteristics to 2023.	OFI	Update raw water characteristics to 2023. Updated OP-06 and sent to SOM for approval.	Monique Malette PCT/QEMS rep	24-Oct	18-Oct-24	
OP-6 Drinking Water System	Consider updating disinfection pumps in description	OFI	Updated pumps for disinfection OP-06	Monique Malette PCT/QEMS rep	24-0ct	18-Oct-24	
OP-8 Risk Assessment Outcomes	Consider updating old obsolete info in the reviewed SOP.	OFI	Minor updates required to Failure of Chlorine Pump SOP.	Monique Malette PCT/QEMS rep	24-0ct	18-Oct-24	
OP-18 - Emergency Management	Consider updating OCWA's emergency contact list. New VP of Operations.	OFI	Update OCWA's emergency contact list. New VP of Operations. Contact list updated and sent to operator on October 03, 2024	Monique Malette PCT/QEMS rep	24-0ct	18-0ct-24	
OP-18 - Emergency Managemen	OP-18 - Emergency Management Consider updating local emergency contact list.	OFI	Update local emergency contact list. Contact list updated and sent to operator on October 3, 2024.	Monique Malette PCT/QEMS rep	Oct-24	18-Oct-24	
			MECP Inspection: (January 30, 2024) (No BMPs identified)	identified)			
No BMPs identiled in most recent MECP Inspection (non-compliances tracked with AAP)							
	d	Action Items Io	Action Items Identified Between Management Reviews (include date item was identified)	e date item was identif	ed)		

Section	Description of Findings	Туре	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
OP-01 - QEMS	Action items identified by OCWA Internal Memo Dated June 6. 2024: Procedure updated definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added "as amended from time to time directly following reference to Ontario's DWQMS to point to the most current version of the document, removed watermark.	A	Update OP-01 to match the corporate template. OP-01 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-01 will be effective at showing the most current QEMS Policy and other current info. Updated OP-01 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-02 - QEMS Policy	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document, removed watermark.	₹	Update OP-02 to match the corporate template. Ensure new QEMS Policy posted at facilities with staff training on new policy. OP-02 updated in DRAFT form on June 18, 2024.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-02 will be effective at showing the most current QEMS Policy and other current info. Updated OP-02 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-03 - Commitment and Endorsement	New QEMS Policy is a major revision to the Operational Plan and requires re-endorsement. Once all updates have been made to OP, the Plan should be re-endorsed by Top Management and the Owner. Consider scheduling updates to align with your audit schedule, removed watermark.	Ы	Re-endorse the Operational Plan following all necessary updates.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-03A will be effective at showing the most current endorsement. Updated OP-03A will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-05 - Document and Records Control	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark.	₹	Update OP-05 and OP-05A to match the corporate template. OP-05 and OP-05A updated in DRAFT form on June 19, 2024.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-05 will be effective at showing current info as per corporate template. Updated OP-05 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-09 - Organizational Structure and OP-09A Organizational Chart	OP-09: Procedure updated with revisions to Table 9-2 as follows: Role/Position updated to clarify roles are performed by multiple positions, position titles updated, note added regarding OITs operating limitations. Additional revisions include replaced MOECC with Ministry, minor rewording and type-o's, and OP-09A Organizational Chart removed watermark. Add Captial Manager with responsibilities and authorities. OP-09A: Revised to include Senior Leadership Team (SLT) in reporting structure and identify members, added Compliance System Coordinators, updated Operations Personnel position titles, removed watermark.	₹	Update OP-09 and OP-09A to match the corporate template. Add new Capital Manager OCWA (QEMS Rep.) with appropriate info.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-09 and OP-09A will be effective at showing current info as per corporate template. Updated OP-09/OP-09A will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.

Section	Description of Findings	Туре	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (indude date and details)
OP-10 - Competencies	Procedure updated [update revision history based on your current OP-10 revision history] with revisions to table in 3.1 Role/Position updated to clarify roles are performed by multiple positions, position titles updated, removed watermark, updated Procedure to reflect changes to title and content of OCWA's Mandatory Training Requirements Document, added sharepoint.	Al	Update OP-10 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-10 will be effective at showing current info as per corporate template. Updated OP-10 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-12 - Communications	Procedure revised to reference updated title of Corporate Emergency Response Plan, removed watermark.	Al	Update OP-12 to match the corporate template. OP-12 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	0ct-24		Once updated OP-12 will be effective at showing current info as per corporate template. Updated OP-12 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
DP-18 - Emergency Management	Procedure updated as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP).	AI	Update OP-18 to match the corporate template. OP-18 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	0ct-24		Once updated OP-18 will be effective at showing current info as per corporate template. Updated OP-18 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-19 - Internal QEMS Audits	Procedure updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.	AI	Update OP-19 to match the corporate template. OP-19 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-19 will be effective at showing current info as per corporate template. Updated OP-19 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.

Revision Date	Revision No.	Revision History
April 14, 2012	0	Form issued
		Controlled under the QEMS, added
		revision date and number, added Obs -
May 17, 2013	1	observations
		Updated summary to include a section for
April 2, 2015	2	Root Cause Analysis
		Added preventative and corrective actions
04-Apr-18	3	and sections for all activities
		Added Verification/Effectiveness of Action
28-Nov-18	4	column, updated MOECC to MECP



1 Ovvasca i i	Resolution no. 2024
Date: October 15, 2024	
Moved by:	Seconded by:
	lls) are not protected through legislated requirements under The an Water Act 2006, but are more likely to contribute to cases of as;
	tor General's value-for-money audit of Public Health Ontario ction with the Ontario Ministry of Health, begin the gradual testing;
•	e Municipality of Powassan, many households do not receive lying on a private drinking water system, including wells;
_ · ·	eport Part II, concluded the privatization of laboratory testing of to the E. coli outbreak in Walkerton, Ontario in May 2000;
	afe, clean water, and free well-water testing is a way to help the to have barrier-free access to well water testing.
	AT the Council of the Municipality of Powassan calls on the ting as part of the proposed streamlining efforts of public health
Lisa Thompson, Minister of Agriculture, F	e circulated to the Hon. Sylvia Jones, Minister of Health; Hon. ood and Rural Affairs; Hon. Andrea Khanjin, Minister of the l MPPs; and Conservation Ontario and Ontario's conservation
Carried Defeated	Deferred Lost
Mayor	
Recorded Vote: Requested by	

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Randy Hall			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Dave Britton					
Councillor Leo Patey					

Member of Conservation Ontario



May 16, 2024

The Honourable Sylvia Jones Minister of Health 5th Floor 777 Bay St. Toronto, ON M7A 2J3 sylvia.jones@ontario.ca Sent by Email

Re: Recommended phase-out of free well-water testing in the 2023 Auditor General's Report

Dear Minister Jones,

The Kettle Creek Conservation Authority (KCCA) is concerned with Public Health Ontario's recommendation of phasing out free water testing.

While you have indicated that the Ministry has not made any decisions about changes to the provincial well water testing program and that individuals will continue to be able to get their private well water tested, members wanted to express their resolve in ensuring testing will continue and will continue to be free.

Consequently, at the May 15, 2024 Full Authority meeting, the following motion was passed:

FA78/2024

Moved By: Lori Baldwin-Sands Seconded By: Todd Noble

WHEREAS: private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

AND WHEREAS: the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

AND WHEREAS: in the jurisdiction of KCCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

AND WHEREAS: the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

AND WHEREAS: all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

THEREFORE, BE IT RESOLVED THAT: the Board of Directors calls on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

AND FURTHER THAT: this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario's conservation authorities.

Carried

Thank you for your consideration.

Sincerely,

Grant Jones

Chair

cc:

The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks
Mr. Rob Flack, Member of Provincial Parliament, Elgin - Middlesex - London
Conservation Ontario
Ontario's 36 Conservation Authorities

Ministry of Energy and Electrification

Office of the Minister

77 Grenville Street, 10th Floor Toronto ON M7A 2C1 Tel.: 416-327-6758

Ministère de l'Énergie et de l'Électrification

Bureau du ministre

77, rue Grenville, 10e étage Toronto ON M7A 2C1 Tél.: 416-327-6758



October 23, 2024

Dear Energy Stakeholder:

I am writing today to share <u>Ontario's Affordable Energy Future: The Pressing Case for More Power</u>, and to share information about next steps on integrated energy resource planning.

Ontario's energy demand is expected to increase by 75 per cent by 2050, as a result of economic development, housing for its growing population and electrification. There is a need to move to an integrated planning process across fuels and sectors, coordinating the build-out of an energy system that remains affordable, abundant and clean.

To support this work, I am pleased to release *Ontario's Affordable Energy Future: The Pressing Case for More Power*, which sets out our priorities in meeting the challenge of a growing Ontario. We are also initiating a consultation and engagement process that would inform the development of Ontario's first Integrated Energy Resource Plan. This plan, which we intend to release in 2025, will consider a long-term, integrated view of energy use across the economy and across all sources of energy.

To help guide this consultation and engagement process, the ministry has released a consultation posting on the Environmental Registry of Ontario, which includes Ontario's Affordable Energy Future: The Pressing Case for More Power, together with links to contextual and background information and a series of questions to help guide feedback from our consultation and engagement. The ministry is seeking feedback from the public, Indigenous communities, and key stakeholders to help shape the plan, and we would like to hear from you.

On October 23, 2024, I also introduced Bill 214, the *Affordable Energy Act, 2024*, for approval by the legislature. This legislation would, if passed, enable the development of Integrated Energy Resource Plans, and take other steps to achieve our vision of an affordable energy future. The proposal includes statutory amendments that would make it more cost-effective to connect to the electricity grid, help reduce energy use to save families and businesses money and support the growth of electric vehicles in Ontario.

Our legislative initiative, along with *Ontario's Affordable Energy Future*, builds on significant work completed over the past six years to refine energy system planning and guide the transition to cleaner forms of energy. I appreciate the valuable contributions from the sector to help inform this work so far, such as the Electrification and Energy Transition Panel's engagements. I look forward to continuing to work together through this process.

I encourage you to review *Ontario's Affordable Energy Future: The Pressing Case for More Power* as well as <u>Bill 214</u>, the *Affordable Energy Act*, 2024, and submit your feedback through the Environmental Registry of Ontario.

If you have any specific questions about this consultation process, please contact the following Ministry of Energy and Electrification staff:

Christopher Goode
Director, Policy Coordination and Outreach Branch
Strategic, Network and Agency Policy Division
(647) 505-7731
christopher.goode@ontario.ca

Hillary Armstrong
A/Manager, Policy Coordination
Strategic, Network and Agency Policy Division
416-818-0740
hillary.armstrong@ontario.ca

Sincerely,

Stephen Lecce Minister

c: Hon. Sam Oosterhoff, Associate Minister of Energy-Intensive Industries
Matt Hiraishi, Chief of Staff to the Minister of Energy and Electrification
Crystal Mason, Chief of Staff to the Associate Minister of Energy-Intensive Industries
Susanna Laaksonen-Craig, Deputy Minister of Energy and Electrification
Karen Moore, Assistant Deputy Minister of Energy and Electrification

From: Kim Bester
To: Allison Quinn

Subject: COUNCIL - NOV 5TH MEETING

Date: October 24, 2024 1:35:38 PM

From: noreply.grants@benevity.com

Date: October 19, 2024 at 2:24:07 PM EDT **To:** Kim Bester < <u>KBester@powassan.net</u>>

Subject: Your OPG Regional Empowerment Grant has been approved!

(Ref#2024090046)

Reply-To: OPG Grants < grants@benevity.com >

This email is for notification purposes only. Please do not respond to this email.

Hi Kimberly,

We are happy to inform you that OPG has approved your grant request and will be sending CA\$1,000.00 via EFT to the Municipality of Powassan, in support of the community New Year's Eve celebration.

We're happy to provide you with a <u>Grantee Toolkit</u> to assist with communications during our partnership. Included in this toolkit are details regarding our logos and usage, social media samples, boilerplate language and other useful information.

Making giving easy and seamless

It's important to us that the administration of this grant is as easy and seamless as possible so you can focus on what you do best - making a difference. Please take a moment to ensure that your organization is set up to receive Electronic Funds Transfers (EFTs) on Benevity. This will facilitate the smooth and timely disbursement of funds. To do this, or to update your profile information in Benevity, visit Causes Portal (benevity.com). If you cannot accept EFTs, your payment will be made by cheque.

All payments should be made within 6 to 8 weeks from this approval notification or as outlined in your gift agreement.

Tracking impact and insights

We are committed to learning more about the impact of your program or event. Once your program or event is complete, you will receive an email with a link to an impact survey. This survey looks to gather valuable insights into the outcomes and successes achieved through your efforts.

To be considered for future funding, this survey must be completed within 60 days from receipt. We encourage you to please make note of this final step in the funding process so it does not get overlooked.

Congratulations once again, and good luck with your event!
Sincerely,

Tanya & OPG's Community Investment Team

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November 2024	er 2024			Su Mo Tu We Th 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	Fr Sa 1 2 1 8 1 9 2 2 23 2 330	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 15 16 17 18 19 20 21 22 23 24 25 26 27 28
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	59	30	31	Nov 1	7
٤	4	5 Council	9	7	8	6
10	11 Remembrance Day - Office Closed	12	13 NBMCA	14 DSSAB	15	16
17	18 Library Board Meeting	19 Council GSMNP	20 Eastholme Board	21	22	23
24	25	56	27	28	29	30
Allison Quinn			1			2024-11-01 3:40 PM